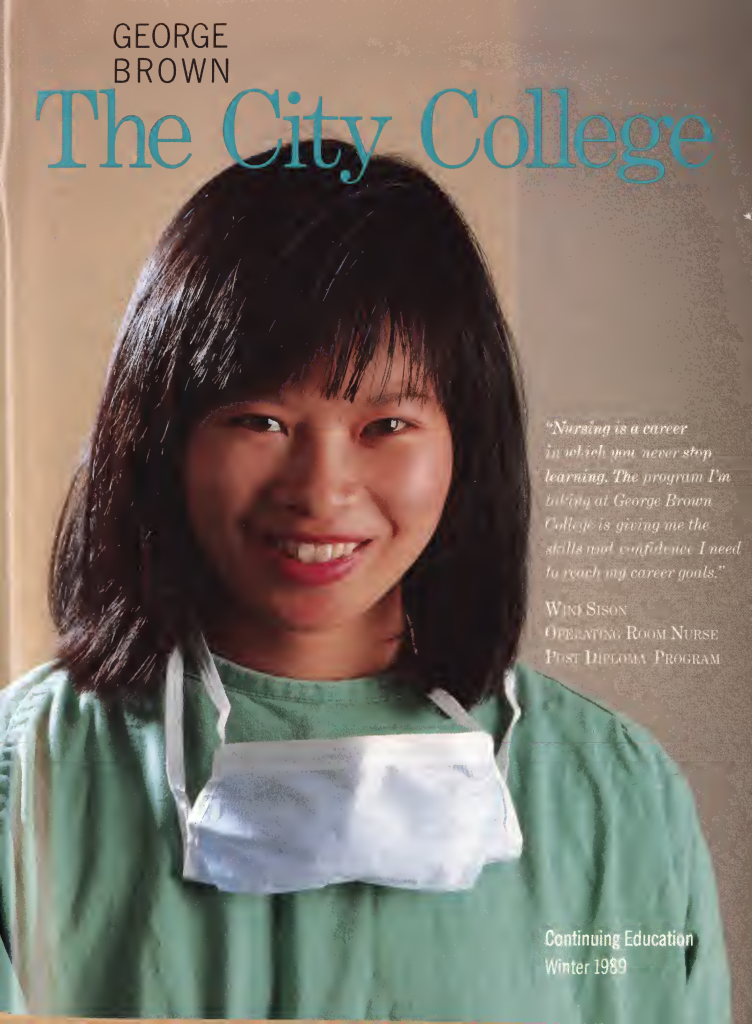
GEORGE
BROWN

The City College



"Nursing is a career in which you never stop learning. The program I'm taking at George Brown College is giving me the skills and confidence I need to reach my career goals."

WINI SISON
OPERATING ROOM NURSE
POST DIPLOMA PROGRAM

Do you work evenings?

If you're unable to attend evening classes, George Brown can help. Starting January 1989 the School of Business is offering the following part-time business courses during weekdays.

- keyboarding
- wordprocessing
- micro computer applications
- introductory accounting
- medical terminology
- medical office practice
- legal terminology
- legal office practice

Please call 967-1212, ext. 3334 for further information.

Ontario Colleges' Distance Education Consortium

tvc

TVCollege

George Brown College in cooperation with TV Ontario and other Ontario Colleges of Applied Arts and Technology

Presents
an opportunity to earn college credits at home

Starting and Running a Small Business - "Frontrunners"

What's involved...

- Nine TV segments
- An orientation session
- A well prepared self-study package
- Telephone access to a facilitator
- Group discussion meeting with the facilitator and other students
- Wrap-up evening
- Videotapes of all TV segments are availiable in the George Brown Library

And... this subject may be applied as a credit toward the **Ontario Management Development Certificate Program in Business Management Studies.**

The fee for the entire package is $80.

For further information and registration, call the Business Part-Time Studies Office, 967-1212, ext. 3292.

How To Register

George Brown College makes it easy for you to register by offering two convenient methods of registration.
Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

Full details on in-person registration appear on page 84. See back cover for the location and hours of our admissions offices.

By Mail

Use the registration form on page 85. See page 84 for full details on mail registration.

Especially for Seniors

Courses

George Brown College has developed a series of part-time courses especially for seniors. All courses will run afternoons, Monday through Friday. Reduced fees apply.

For full course information, please refer to the course descriptions on the pages indicated.

Painting and Illustrating see page 59
Introductory Philosophy see page 78
Writing for Fun and Profit see page 17

Lifelong Learning Lecture Series

The George Brown College Seniors Association presents the lecture series "Know Your Neighbours", a series of ten lectures featuring prominent experts on various multicultural communities in Toronto.

Fee: $15.00

For information about the lecture series and the following activities for seniors, please call Susan Rudin, Community Outreach Department, at 967-1212, ext. 2405 or 2248 or call 947-9914

- George Brown College Seniors Association
- Elderhostel
- Courses offered in the community
- Volunteers on Campus

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George Brown
The City College

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For many people, a college diploma or certificate is the satisfying end of formal, full-time education. It is the culmination of years of academic training, and the important first step in a rewarding career.

For others, a diploma is seen as just the beginning of a new phase of professional education. It is the key to advanced training — and advancement — in their field.

George Brown College, in consultation with professional associations and major employer groups, has developed a number of part-time, post-diploma programs that allow graduates to develop the specialized professional or managerial skills they need.

As you can see on the cover of this Directory, George Brown has earned a solid reputation for its post-diploma programs for registered nurses. In addition, staff of several other academic areas, including hospitality and community services, have been developing programs for graduates of George Brown and other colleges.

But whether you're a graduate or not, I'm sure as you look through this Directory you'll find several programs and courses that will create new opportunities for you in the future, and enrich your working life today.

D. E. Light

D. E. Light
President

Personal Development

Gain Confidence/ Overcome Shyness

Learn to relax and enjoy meeting new people. You can overcome shyness by understanding the 10 keys to self-confidence. The course also shows you how and where to meet people and how to start a conversation and keep it going.
Instructor: Howard Jones has worked extensively in the human relations field. He has presented seminars and workshops in confidence building, problem-solving and relationships to a wide variety of audiences.
Tues. 6:30 to 9:30 p.m.
Kensington Campus
9 hours Fee: $43.00
February 7 to February 21 • **CE 876**

Assertiveness Training I

Shows you how to express yourself with confidence, tact and sensitivity. In an informal group setting where everyone's comments are welcome, you learn to relax and be yourself, get and keep the respect of others and refuse unwelcome requests.
Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.
Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
24 hours Fee: $81.00 Materials: $3.00
January 23 to March 13 • **CE 824**

Assertiveness II

The concepts learned in Assertiveness I are applied to more complex situations, such as handling intense disagreements, manipulation, and angry outbursts from yourself or others. Video recordings of several classes help you learn to cope with troublesome situations.
Instructor: Margaret Code.
Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
24 hours Fee: $81.00 Materials: $3.00
January 26 to March 16 • **CES 809**

Courses in Adult Education for the Deaf Community

The Deaf and Hearing Worlds

An opportunity for deaf people to learn about themselves and explore the relationship between the deaf and hearing worlds. This course will look at the development of the deaf community and identify social influences and attitudes towards deafness. The instructor, Gary Malkowski, is deaf and will teach the course entirely in sign language.
Mr. Malkowski is a graduate of Gallaudet University in Washington D.C.
Tues. 7 to 9 p.m. Casa Loma Campus
28 hours Fee: $42.00
January 24 to April 25 • **CES 902**

Politics for the Deaf

This course is designed to provide deaf individuals with the opportunity to learn about the municipal, provincial, and federal levels of government. Topics covered include advocacy and accessing legal rights, lobbying, and identification of the level of government or organization responsible for such services as health, education, and employment.
Instructor: Gary Malkowski.
Thurs. 7 to 9 p.m. Casa Loma Campus
28 hours Fee: $42.00
January 26 to April 27 • **CES 891**

Metro Labour — Education & Skills Training Centre

What is the Centre?

The Centre is a project of the Labour Council of Metropolitan Toronto. We run a variety of programs for union members and workers throughout the city, including Skills Training (special programs for unemployed workers); English in the Workplace/ESL; Adult Basic Education Literacy/Numeracy; Labour Studies.

Certificate in Labour Studies

One of our major activities is the setting up of 30-hour courses, run once a week for 10 weeks, or on four Saturdays or Sundays. We offer Fall, Winter and Spring programs.

Our courses cover a wide range of issues of concern to trade union members, including Collective Bargaining; Arbitration; Health & Safety; Work, Racism and Labour; Women in Labour History; Labour Economics; Working Class Literature; International Affairs; Human Rights.

Where are the courses held?

Our programs are run in easily accessible union halls throughout the city as well as at our new downtown location. We try to meet the needs of workers in every area of Toronto.

Who are our instructors?

We encourage active unionists to become instructors of our courses. In most cases they are union members/workers during the day and part-time instructors at night (or on weekends).

We also encourage a learner-centred approach with active involvement by participants. Course content and instructors are decided upon by the Centre's Advisory Committee.

Are these credit courses?

Yes. Participants receive a certificate in Labour Studies from George Brown College upon completion of 24 credits (each 30-hour course is worth three credits).

The Centre is also involved in:

- organizing conferences or seminars
- designing special programs for immigrant workers and visible minorities.
- developing special educational programs for specific unions.

Whatever the educational needs of workers, we will try to serve them as best as we can.
Participate in our labour education programs!

For further information or to register contact:

Metro Labour – Education & Skills Training Centre
954 King Street West, Main Floor, Toronto, Ontario M5S 2R4
Telephone: 971-5893

Automotive

Know Your Car (Part I)

This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks like changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Learn when to replace tires, batteries and brakes and get dozens of tips that help save money and lengthen the life of your car.
Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $48.00
February 2 to February 23 • **CAR 800**

Sailing in the Bahamas

For the winter of 1989, the Harbourside - George Brown College Sailing School is moving south to the Bahamas.

The School will offer the Canadian Yachting Association (C.Y.A) Basic Cruising and Intermediate Cruising Standard Courses, a 7-day "live aboard" sailing experience.

George Brown College – Harbourside Sailing School

Basic Cruising "Live Aboard" Course NEW
Prerequisite: None.
Specifically designed to blend theory and practice to maximize your learning and enjoyment of a new sport. The program focuses on the knowledge and skills required to competently handle as a Skipper and crew member, a small to medium sized keelboat in moderate weather conditions. Successful graduates receive the C.Y.A. "Basic Cruising Standard" certification.

Intermediate Cruising Standard Course
Prerequisite: C.Y.A. Basic Cruising Standard or equivalent experience.
This course teaches handling a larger boat with inboard engine under power and sail, use of boat equipment, cruising preparation and safe anchoring. Special sessions clarify the importance of taking preventative measures to avoid problems before they arise. The course will enable the graduate to be a competent bareboat charter skipper or boat owner of a medium-sized keelboat. Successful graduates receive the C.Y.A. "Intermediate Cruising Standard" certification.

Courses are offered each week from mid-December to April every Sunday to Sunday. A direct flight to the Bahamas allows to you to be on your boat by lunchtime ready to get underway. Both courses include one evening of pre-course theory in Toronto. A C.Y.A. certified instructor will lead 3-4 students per boat.

Sunday to Sunday

December 11 – December 18
January 1 – January 29 — Fee: $1,395

February 5 – March 12
March 26 – April 30 — Fee: $1,595

December 25, March 19 — Fee: $1,695

Includes 7 days accommodation on board 30 and 37 foot yachts, all meals except 3, pre-course theory night, course materials, all instruction, snorkelling gear and windsurfer and airfare and all transfers from Toronto.

Note: Seniors discount is not applicable.

Phone Harbourside - George Brown College Sailing School at 368-4000 for details.

Know Your Car (Part II)

Prerequisite: Know Your Car (Part I) or equivalent.
A more advanced study of your car's different systems. Specific topics include: the lubrication system, types and grades of oil, how to change the oil and oil filter, winter starting aids and accessories, the braking system, selecting tires, changing a tire, the exhaust system and how to check for leaks, how to check and adjust the clutch, the suspension system, replacing shock absorbers, rust proofing, and replacing headlights and bulbs.
Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $48.00
March 9 to March 30 • **CAR 801**

Aviation

Private Pilots Groundschool

This course acts as partial groundschool preparation for writing the Ministry of Transport licensing examination, and can be a supplement to a private pilots groundschool or a refresher course. Topics covered include: the theory of flight, aircraft, meteorology, navigation and air regulations. Please note: A minimum of ten hours of flight time are required for eligibility to write the MOT pilot licensing examination.
Instructor: Samuel Park.
Tues. 6:30 to 9:30 p.m. Kensington Campus
42 hours Fee: $108.00
January 24 to April 25 • **CES 852**

Sailing

Practical Coastal Navigation

A practical course on coastal navigation for sailors. Topics covered include: compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchor procedures, coping with darkness, fog and heavy weather, and planning a passage. Anecdotes, films and literature are used to present material.
Instructor: Bob Griffith.
Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $95.00
January 23 to March 27 • **CE 816**

Celestial Navigation

Prerequisite: Practical Coastal Navigation — CE 816.
This practical navigation course for boaters includes how to determine your position from the deck of a small boat anywhere in the world. Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text almanac, tables and minimal geometry instruments will be required for the course.
Instructor: Ben Clarke.
Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $95.00
January 23 to March 27 • **CE 801**

Antiques

How to Buy Antiques

Whether you are interested in collecting antiques for investment or pleasure, this course helps you learn more about the booming antique market. You are taught to recognize different styles and periods of furniture, china, glass and silver, and how to discern quality and craftsmanship.
Instructor: Marion Heller holds a diploma in fine and decorative arts from the New Academy of Art Studies in London, England and has completed a decorative arts course at the study centre of the Victoria and Albert Museum.
Tues. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $43.00
February 7 to March 14 • **CE 817**

Homes

Buying Your First Home

This course is designed for first-time buyers whether purchasing a new or resale home. Topics examined include: what you can afford to buy; determining needs and wants; mortgage financing; choosing a real estate agent, home inspector and lawyer; offers to purchase; and hidden closing costs.
Instructor: Alan Silverstein is a Barrister and Solicitor as well as author of two best-selling books: "Hidden Profits in Your Mortgage" and "Home Buying Strategies."
Sat. *February 25*, 10 a.m. to 4 p.m. or
Mon. *February 6 to 13*, 7 to 9:30 p.m.
St. James Campus
5 hours Fee: $24.00 Materials: $15.00 • **RE 801**

Condominiums

Before you buy, let this course show you the advantages and disadvantages of owning a condominium in comparison to buying a single family dwelling. Topics covered include: various styles of condominiums, how to choose a good building, legalities of buying, renting your condominium, financing, price ranges, cooperatives, and trends in the Metro area.
Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area.
Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $23.00 Materials: $3.00
March 18 • **CE 869**

How to Buy an Investment Property

This course covers two important areas which every investor or potential investor should consider before deciding to buy a residential investment property. Part one covers the responsibilities of the landlord and tenant; leasing different types of residential properties, including condominiums, duplexes and houses; making your apartment marketable; and a discussion of case studies. The second part deals with financial benefits and risks, and the income tax implications of buying an investment property.
Instructor: Marilyn Rothman.
Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $53.00 Materials: $5.00
March 4 • **RE 807**

Hidden Profits in Your Mortgage

Save thousands of dollars with your mortgage as Canada's "Mortgage Magician," Alan Silverstein, brings his bestselling book to the classroom. Discover the different mortgage features available, and the best type of loan to arrange. Learn how the POPS principle – Paying Off Your Principal Sooner – will make you mortgage-free years faster. A must for every home buyer and home owner.
Sat. 10 a.m. to 4 p.m. St. James Campus
5 hours Fee: $36.00 Material Fee: $15.00
March 11 • **CES 867**

Basic Home Repairs

Learn to keep living spaces in good working order. Subjects covered include: keeping water in and out, furnace maintenance, repair of electrical plugs and switches, repair of plaster and drywall, hanging of objects, painting, wallpapering, installation of tiles, and caulking bathtubs and showers. Question and answer time is an important part of the course. Recognized experts speak on their specialties as schedules permit.
Instructor: Westley Pullling.
Thurs. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $44.00
January 26 to March 2 • **CES 825**

Fitness

Certificate Courses

Certified Fitness Appraiser

Prerequisite: Post-secondary training in fitness, or permission of instructor.
This course is designed to meet guidelines required to apply to write the CFA examinations in Ontario. Under the direction of a CFA, apprentices complete a minimum of three months work experience which include 120 hours in fitness appraisal and exercise counselling. These hours include a minimum of 25 hours in each of the following areas: testing, interpretation and counselling, prescription. Formal evaluations, in a practical testing situation, are carried out three times during the course. The CFA and CFA apprentice must jointly submit applications to the CFACA requesting permission for students to write the CFA exam.
Wed. (plus additional times TBA)
6 to 9 p.m. Casa Loma Campus
120 hours Fee: $180.00
Fall, 1989
September 20, 1988 to May 23, 1989 • **FIT 901**

Innovative Choreography Specialty

Prerequisite: Fitness graduate or permission from the instructor.
The focus of this course is the development of innovative and creative approaches to choreography utilizing and applying current exercise theory. Students design and demonstrate exciting new routines using the class as a forum to critique and refine choreography.
Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
January 17 to February 21 • **FIT 813**

Stretch and Relaxation Techniques Specialty

Prerequisite: Fitness graduate or permission from the instructor.
This course is designed to demonstrate and develop skills in the use of stretch and relaxation techniques. Through a series of classroom sessions and community visits, students are able to compare, contrast and implement current techniques and methodologies.
Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
March 7 to April 11 • **FIT 814**

George Brown College in cooperation with Harbourfront Canoe and Nordic Ski Club

It's time to leave the city behind and escape to the great outdoors. To smell the clean air and feel the sun on your face. George Brown College and Harbourfront Canoe and Nordic Ski Club have already planned your escape with expeditions that can have you dog sledding in Algonquin Park, cross country skiing in the Hardwood Hills or ice climbing frozen waterfalls. Our carefully designed trips will soothe your spirit and sharpen your mind with informal talks by our expert instructors about the geology, wildlife, history and ecology of the areas you'll travel through. We'll provide the professional instruction and the specialized equipment you'll need and make arrangements for meals and accommodation. All you need is some rugged clothing, the spirit of adventure and the will to escape.

Weekend Dog Sledding

This weekend introduction to the exciting winter sport of dog sledding includes return transportation to and from Algonquin Park, all supplies and specialized equipment, food and accommodation (except Friday night meal) and all instruction. The in-class session includes a dissertation on the history of Alaskan and Siberian Huskies, and an introduction to the equipment. The group travels two persons per sleigh into Algonquin Park to camp and stay the night. Students learn how to approach the dogs, hook up the team and under-stand the balance of the dog team.
Wed. 7 to 9 p.m. (in-class session)
Fri. 6 p.m. to Sun. 4 p.m. (trip)
St. James Campus Fee: $235.00
January 18, 27, 28 and 29
February 15, 24, 25 and 26
February 22, March 3, 4 and 5
• **CES 884**

Winter Camping

A weekend camping trip to the edge of the Canadian Shield intro-duces students to snow houses, lean-to's, tents, snowshoeing and winter survival skills. Students travel by bus from Toronto to MacTier, Ontario and then travel inland using snowshoes, skis and toboggans, make camp, and then spend an exciting day building snow houses and enjoying the serenity of the Canadian north.
Thurs. 7 to 9 p.m. (in-class session)
Sat. 8:30 a.m. to Sun. 5 p.m. (trip)
St. James Campus Fee: $145.00
February 2, 4 and 5 or
February 9, 11 and 12 • **CES 886**

Ice Climbing

Join this exciting new Winter challenge. This two-part program includes one evening at George Brown College covering the basics of ice climbing plus a full day at one of a number of ice cliffs in our area. Participants will learn ice tool placement, how to climb efficiently, rope-handling skills, crampon techniques and the art of placing ice screws. All equipment is supplied with an instructor/student ratio of three to one, you are certain to master this invigorating winter sport. The course is limited to 6 participants per session.
Fri or Thurs. 7 to 9 p.m.
(in-class session)
Sat. or Sun. 8 a.m. to 5 p.m.
(field trip) St. James Campus
11 hours Fee: $95.00
February 3 and 4
February 23 and 26 • **CE 804**

Cross Country Skiing

A two-part introduction to the pleasures of cross country skiing including one evening in-class session and a Saturday or Sunday day-time ski trip with the Harbourfront Canoe and Nordic Ski Club. The in-class session covers: clothing, equipment, exercises and ski techniques. The outdoor class covers diagonal strides, turns, double poling and a variety of methods of negotiating hills. Students can choose from a variety of Saturday or Sunday excursions offered by the Harbourfront Canoe and Nordic Ski Club to ski areas such as Horseshoe – Medonte, Pleasure Valley Mansfield and Hardwood Hills. Fee includes transportation to and from the ski areas, trail fees and all instruction. Equipment rentals are available at the ski centres.
Wed. 7 to 9:30 p.m.
St. James Campus
9.5 hours Fee $45.00
January 11 or February 1 or
February 8 • **CES 881**

For more information,
please call Harbourfront Canoe and Nordic Ski Club at 861-1233
For registration information please call 947-9914.
All pre-trip sessions are held at the St. James Campus

Coaching

National Coaching Certification Program Level I: Coaching Theory

This course is offered in cooperation with the Sports and Fitness Branch, Ministry of Tourism and Recreation. It is designed to train and educate amateur coaches by improving their knowledge and skills in the theory of coaching. Topics studied include: the role of the coach, sport psychology, how the body works and grows, skill analysis, sport safety, teaching skills, and practice planning. While a Level I Theory Certificate is awarded upon successful completion of this course, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.
Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
14 hours Fee: $10.00
February 11 and 12
March 18 and 19 • **HS 700**

National Coaching Certification Program Level II: Coaching Theory

To be offered Spring, 1989.

George Brown College in collaboration with The Elmwood Club presents

Post-Diploma Fitness Certificate in Specialty Leadership

The purpose of this program is to provide fitness leaders with the knowledge and skills necessary to design, develop, implement and refine the sort of theory-based programs demanded by state-of-the-art programs.

Overview: The specialty leadership certificate is comprised of four courses including:

i) Low Impact Specialty – 15 hours
ii) Stretch and Strength Specialty – 15 hours
iii) Innovative Choreography Specialty – 15 hours
iv) Stretch and Relaxation Techniques Specialty – 15 hours

The program runs from mid-September until April with a Christmas break. Classes are normally scheduled to run Tuesday afternoons, but additional projects and/or visits may be planned. These visits will be arranged in collaboration with students in order to minimize disruption of personal work schedules.

Admission requirements: Applicants must be graduates of university or college fitness programs, with a minimum of 100 hours of exercise class leadership.

Students may register for individual courses.

A certificate is awarded upon successful completion.

Low Impact Specialty

Prerequisite: Fitness graduate or permission from the instructor.
This course covers current theory and techniques in low impact exercise. It focuses on the application of theory to practice, and is designed to facilitate the development of routines utilizing current research on low impact techniques.
Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
Fall, 1989 • **FIT 811**

Stretch and Strength Specialty

Prerequisite: Fitness graduate or permission from the instructor.
The Stretch and Strength Specialty incorporates theory and principles related to the use of rubber bands, ankle and wrist weights. Students are required to develop routines that demonstrate both a sound knowledge of theory and a skill in applying theory to practice.
Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
Fall, 1989 • **FIT 812**

Register: Casa Loma Admissions Office, 160 Kendal Avenue.
Location: Classes are held at: The Elmwood Club, 18 Elm St., Toronto, Ontario

Introduction to Fitness Instruction

Develop skills in fitness leadership. Subjects covered include: basic physiology, anatomy and the effects of exercise, contraindications, components of a fitness class, the role of leadership, basic nutrition, and senior adult fitness. The course is run in collaboration with the Jewish Community Centre and is held at their northern branch, 4588 Bathurst St. Students may register in person at George Brown, Casa Loma Campus Admissions Office or by mail using the mail-in registration form contained in this directory. For more information, please call Eva Carpati or Karen Shirley at 636-1880, ext. 251.
Wed. 7 to 10 p.m. 4588 Bathurst St.
30 hours Fee: $37.50
January 4 to March 8 • **FIT 900**

C.P.R.

Please see C.P.R. Centre on page 52.

Coming this spring: Part II
Watch for our Spring Calendar

Sports

Tennis

Enrolment in tennis courses is limited so students are encouraged to register early.

Tennis (Beginners)

Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes: forehand, backhand, volley and serve.
Fri. 6 to 8 p.m. or 8 to 10 p.m.
Kensington Campus
16 hours Fee: $47.00
January 13 to March 3
St. James Campus
March 31 to May 19 • **TENN 800**

Tennis (Intermediate)

Course content focuses on various types of forehands, backhands, volleys, serves, and developing a game plan.
Mon. 6 to 8 p.m. or 8 to 10 p.m. or Wed. 6 to 8 p.m.
Kensington Campus
16 hours Fee: $47.00
January 9 to February 27
January 11 to March 1
St. James Campus
March 20 to May 8
March 22 to May 10 • **TENN 802**

Tennis (Advanced)

This course focuses on advanced knowledge and skills in tennis, and pays special attention to various strokes and footwork.
Wed. 8 to 10 p.m. Kensington Campus
16 hours Fee: $47.00
January 11 to March 1
St. James Campus
March 22 to May 10 • **TENN 804**

George Brown College in collaboration with The Toronto Basketball Association presents

Master's Basketball

HS 806
– Men's Division
– Ages 35 and over
– Individual player registration only
– Teams to be drafted (preliminary 2-game draft process)

Winter Schedule:
2-Game draft process — Jan. 10, 17
Regular schedule — Jan. 24 – March 28
Sudden death play-offs — Dates T.B.A.

For more information, call Alex Barbier, 967-1212, ext. 3280.

To register, please see Anita Madrus at Casa Loma Admissions Office, 967-1212, ext. 2441.
Draft time: 6:30, 7:30 p.m., or 8:30 p.m.
Players will be assigned to a draft time.

Please register by January 5.

Tues., Casa Loma Campus
Fee: $90.00

Implementing Pay Equity

This course is designed to assist Ontario employers, employees and bargaining agents in the design of their plans to implement pay equity. Topics include: pay equity and the wage gap, workplace culture, job analysis, how to achieve gender neutrality, complaint procedures and the role of the Review Branch.
Mon. and Wed.
6 to 8:30 p.m.
St. James Campus
30 hours Fee: $125.00
January 23 to March 2
• **EQUI 802**

Tai Chi

Tai Chi is an ancient Chinese form of exercise. It consists of a series of controlled, flowing movements which are designed to strengthen muscles and ligaments, improve circulation, increase flexibility and reduce stress. This course introduces the basic principles and movements and is designed for people of all ages and fitness levels. It is presented in cooperation with the Toronto Tai Chi Association.
Tues. 6 to 8 p.m. Nightingale Campus
16 hours Fee: $44.00
January 17 to March 7
March 14 ta May 2 • **HEAL 800**

Yoga

This ancient technique concentrates on individual self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use. Areas covered include: physical culture Asana, Pranayama or breathing techniques, meditation and mind-training.
Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $50.00
January 11 ta March 29 • **YOGA 800**

General Fitness

A co-educational fitness program designed to improve strength, flexibility and muscular endurance with the focus on the cardio-vascular system. Each class is accompanied by music.
Mon. and Thurs. 7:30 to 8:30 p.m.
Casa Loma Campus
28 hours Fee: $55.00
January 9 ta April 13 • **FIT 800**

Wood

Woodcarving

An introduction to woodcarving from the preliminary sketch and model to the finishing and presentation of the carving. Specific subjects covered include: properties of wood, nature of woodcarving, principles of design as applied to the materials, and an in-depth study of tools and tool sharpening. Techniques taught include: carving in the round, relief carving, whittling, gouge carving, and incised, pierced and decorative chip.
Wed. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $89.00
January 11 to March 29 • **WOOD 800**

Money Management

Personal Financial Planning

Personal financial planning includes a system of organizing and controlling resources. Attention is given to budgeting, cash management, tax reduction and deferral, investment strategies, estate planning and maximizing benefit programs at work. Case studies are analyzed, the jargon of the stock market is demystified and a study is made of investment theory and practice.
Instructor Jennifer Hamilton is co-founder of the Canadian Association of Registered Financial Consultants.
Sat. 9:30 a.m. to 1:30 p.m.
St. James Campus
8 hours Fee: $48.00
February 11 to 18 • **CES 862**

Hidden Profits in your Mortgage

For course description, see page 5.

How to Buy an Investment Property

For course description, see page 5.

Music

Introduction to Guitar: A Survival Course for the Beginner

Prerequisite: A playable guitar and perseverance. The instructor will advise on the acquisition of either.
Learn to play the guitar in this introductory course. Study the history of the instrument, the mechanics of holding and tuning it, the principles of chord changing and basic note reading. An ensemble work is rehearsed by the class and group work is encouraged.
Instructor: Jonathan Earp teaches at the Eli Kassner Guitar Academy and is an instructor in solo classical guitar performance at Brock University in St. Catharines.
Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $71.00
January 24 ta March 28 • **CES 834**

Making Music: An Introduction to Musicianship

In this introductory class for musicians, students will tap, clap, count, sing, speak and hear their way to a deeper understanding of rhythm, pitch, and harmony. Sessions include basic reading and theory, metre, dynamics, ensemble rythms, and major/minor tonality. All work is done in groups – no one is singled out to perform.
Instructor: Reid Robins is a professional composer and guitarist whos training includes private studies with Pierre Boulez and Ph.D work at Harvard University.
Wed. 7 to 9:30 p.m. Kensington Campus
30 hours Fee: $45.00
January 25 ta April 12 • **CES 903**

Composition Workshop for Instrumentalists

Composition is best learned by doing. Each facet of the art discussed in class will be put into practice to facilitate a working understanding of the underlying compositional principles. Topics include the creation of form, time, the functions of harmony, counterpoint, and the endless array of potential processes. Course will include project work that will be critiqued by the instructor.
Instructor: Reid Robins is a professional composer and guitarist whose training includes private studies with Pierre Boulez and Ph.D work at Harvard University.
Tues. 7 to 9:30 p.m. Kensington Campus
30 hours Fee: $120.00
January 24 ta April 11 • **CES 873**

The Synthesizer and Electronic Sound Creation

A look at the theory and practical use of the synthesizer in contemporary music and sound creation. Specific subjects discussed are: the history and evolution of the synthesizer, how sounds are created and emulated, additive and subtractive synthesis, FM sound creation, differences between analog and digital systems, PCM digital sound re-creation, digital sampling, and the newest development in synthesizer technology, MIDI interfacing.
Mon. 7 to 9 p.m. St. James Campus
20 hours Fee: $71.00
January 30 ta April 3 • **CES 841**

Toronto Classical Music Landscapes

Expand your musical horizons in this survey of the history of music. Through lectures, discussions, recordings and live concerts you learn about musical forms, instruments, vocabulary and the works of the great masters from the middle ages to the 20th century. Also discussed are: the history of the modern orchestra, how it works and the role of the conductor. In addition to regular classes, this course includes attendance at three concerts by the world-class Toronto Symphony Orchestra in Roy Thomson Hall.
Instructor: Matthew Vander Woude
Thurs. 7 to 9 p.m. class nights
8 to 10 p.m. concert nights
St. James Campus
22 hours Fee: $71.00 Symphony tickets: $80.00
January 26 ta April 6 • **CES 843**

Sounds Of The City: The History of Rhythm and Blues

This course explores the myriad styles of Afro-American music which, since World War II, have collectively been known as rhythm and blues. Through lectures, discussions, recordings and live concerts you'll learn the roots, stylistic characteristics, and sociological and historical context of such genres as blues, doo wop, black rock and roll, Motown and soul.
Instructor: Rob Bowman is an ethno-musicologist and journalist and was nominated for a Grammy in 1988 as producer of an Otis Redding compilation.
Thurs. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $85.00
January 26 ta April 13 • **CES 883**

Video

Introduction to Video Production Techniques

A hands-on course designed for anyone interested in video, whether for use at home or on the job. Topics include: basic technical knowledge of television, operating the camera and VCR, equipment comparisons, hands-on production workshops, basic composition and lighting, scripting, and an introduction to editing. Material is presented through lectures, class discussions, a video teaching package and manual, hands-on sessions, viewing and discussion of student work and guest speakers. While a camera and VCR are available for your use during class time, it is advantageous to have your own equipment for assignments and projects.
Playback and editing facilities are limited to VHS format.
Mon. 7 to 10 p.m. Casa Loma Campus
15 hours Fee: $47.00
January 16 ta February 13
February 20 ta March 20 • **ELS 828**

Etcetera

Herbs and Herbal Remedies

Learn about hundreds of herbs, their history and how they are used as preventative and curative agents. Other topics discussed include: modern medicine's reliance on herbal cures, the effects of herbal groups on the body, legislation pertaining to herbs, healers, aphrodisiacs, poisons, toxins, and the recognition and discrimination of adulterated herbs. Ample opportunity is given for group discussion of all subjects.
Instructor: Allan Bortnick is a chiropractor and naturopath currently practicing in the Toronto area.
Thurs. 7:30 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $59.00
February 2 ta April 6 • **CE 865**

The Art of Make-Up

Develop a personalized basic beauty routine and learn the secrets of proper skin care. Topics include: types of products, textures, the effect of the products on different skin types, and special treatment methods for individual skin needs. Also learn the basics of colour theory and make-up techniques to help you choose and apply the correct background and accent make-up.
Students should bring face cleansers, hand mirror and a pair of tweezers to class.
Instructor: Aurelia Fennema is an experienced consultant and demonstrator of new make-up lines for cosmetic companies.
Sat. 1 to 4 p.m. St. James Campus
18 hours Fee: $60.00 Materials: $5.00
February 11 ta March 18 • **CE 868**

Stained Glass I

Gain an appreciation of this unique art form in this introduction to the copper foil and lead techniques of stained glass. The course is designed for both the complete beginner and anyone who wants to improve their skills in this craft. Most aspects of stained glass are covered so each student becomes familiar with all the tools and materials needed in the completion of a stained glass window.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $130.00
Students must purchase their own material as required.
January 9 ta March 15 • **ART 805A**

Sign Language

For Sign Language, Level I and II, see page 24.

The Great Outdoors

Ontario Hunter Safety Course

A preparatory course to writing the hunting licence examination of the Ontario Ministry of Natural Resources. The course is mandatory for all applicants without proof of a hunting licence. After an introduction to hunter safety and ethics, topics covered include: gun parts, safety and control when carrying a gun, game laws and regulations, game identification, methods of hunting and ammunition identification. The course concludes with a mock examination similar in style and content to the government examination. Purchase of a text is required.
Instructor: Doria Ciallella.
Mon. and Wed. 7 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $57.00 and purchase of text.
February 13 ta March 8 • **CES 811**

Gardening

Home Landscaping

Instruction on planning, beautifying and maintaining your property. This course will help both novice gardeners and those already gardening. It will include design of garden, siting and care of trees, shrubs, roses, flowers and vines, also correct areas for vegetable gardens. Also discussed: materials for patios and fences; soil preparation; and cuttings and grafting. Students should bring drawing pads, sharp pencils, eraser, ruler and notebook.
Instructor: Marion Jarvie.
Thurs. 6:30 to 9:30 p.m. St. James Campus
18 hours Fee: $69.00
February 2 ta March 9 • **GARD 808**

Flower Arranging

Instruction on six basic designs in flower arranging with emphasis on beauty and simplicity. The elements of good design are demonstrated with emphasis on colour to blend with home furnishings. Classes are in the form of demonstrations with opportunities to participate in creating arrangements. Both fresh and permanent plan materials are used. Materials are not supplied.
Instructor: Marion Jarvie.
Wed. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $46.00
February 22 ta March 15 • **CES 890**

How to reach us:
947-9914

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Academic Upgrading

These courses are designed to upgrade a student's academic standing for self-development, career improvement or entry into apprenticeship, vocational training and two-year diploma programs offered at colleges of applied arts and technology.

English

Pre-Upgrading

A preparatory class for students who possess basic English vocabulary, reading and writing skills but cannot meet the requirements of ENG 906. The emphasis is on developing reading and writing skills. Instruction is individualized although group instruction is also offered.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 10 to May 2 • **ENG 930**

English Upgrading 8

Prerequisite: Grade 7 English or equivalent.
A pre-intermediate course emphasizing grammar, usage, spelling, vocabulary, reading and compositional skills. For students who have been out of school for a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction is individualized although group instruction is also offered.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 10 to May 2 • **ENG 906**

English Upgrading 9

Prerequisite: ENG 906 or equivalent.
Detailed study of grammar and usage with practical writing assignments each class. Topics include: punctuation, spelling, reading and vocabulary development. Both group and individual instruction are used.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 10 to May 2 • **ENG 907**

English Upgrading 10

Prerequisite: ENG 907 or equivalent.
A brief review of grammar and punctuation as required. Emphasis is on developing vocabulary and reading and writing skills. Students learn descriptive, expository and narrative writing and prepare short reports and introductory business letters.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 10 to May 2 • **ENG 908**

English Upgrading 11

Prerequisite: Grade 10 English or ENG 908.
Students improve their reading rate, comprehension and vocabulary. Topics include: principles of discussion and debate; detailed analysis of short stories, poetry and short plays from twentieth century literature, origin of the English language, factors that cause a language to change and standards of usage.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 9 to April 3 • **ENG 909**

English Upgrading 12

Prerequisite: Grade 11 English or ENG 909.
Students learn to assess their own work using the techniques of various writers as guidelines. Listening and oral skills are developed through debates, presentations and simulated meetings. A detailed analysis of representative twentieth century writers focuses on drama and novels.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 9 to April 3 • **ENG 910**

Mathematics and Science

Mathematics Upgrading 8

Prerequisite: Grade 7 mathematics or equivalent.
A placement test is given to determine exact starting point.
An introduction to basic mathematics. Topics include: whole numbers, fractions, decimals, per cent, ratio and proportion. Individualized instruction with some group teaching.
Note: This class may be combined with MATH 907 and MATH 908.
Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 12 to May 4 • **MATH 906**

Mathematics Upgrading 9

Prerequisite: Grade 8 mathematics or equivalent.
A placement test is given.
Review of mathematics fundamentals and an introduction to basic algebra. Topics include: linear equations, formulae, inequalities and the solution of word problems using algebraic equations. Individualized instruction with some group teaching.
Note: This class may be combined with MATH 906 and MATH 908.
Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 12 to May 4 • **MATH 907**

Mathematics Upgrading 10

Prerequisite: MATH 907 or equivalent.
A placement test is given.
After a brief review of MATH 907, students are introduced to products and factoring, solving equations with two variables, graphing, equations involving algebraic fractions and some work with quadratic equations.
Note: This class may be combined with MATH 906 and MATH 907.
Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 12 to May 4 • **MATH 908**

Mathematics Upgrading 11

Prerequisite: Grade 10 mathematics or MATH 908.
Begin with a brief review of basic arithmetical skills and grade 10 algebra then learn to solve different types of equations. Topics include: problem solving, graphing linear and quadratic functions, solving right triangles and developing calculator skills. Note: This class may be combined with MATH 910.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 10 to April 4 • **MATH 909**

Mathematics Upgrading 12

Prerequisite: Grade 11 mathematics or MATH 909.
Expand on skills developed in MATH 909 and learn to solve additional types of equations and inequalities. Topics include: solving linear and non-linear equations; quadratic, radical, exponential and logarithmic equations; relations and functions and how to graph them; sequences and series; solving oblique triangles; basic trigonometry and advanced calculator skills.
Note: This class may be combined with MATH 909.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 10 to April 4 • **MATH 910**

Physics

Prerequisite: Grade 10 science and grade 11 mathematics.
Study mechanics, heat and electricity at the grade 11 or 12 level.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 10 to April 4 • **PHY 900**

Biology

Prerequisite: Grade 10 science.
Covers the structure and function of the various body systems, human anatomy and physiology at the grade 11 or 12 level. Laboratory work is involved.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 9 to April 3 • **BIO 900**

Chemistry

Prerequisite: Grade 10 science.
Introductory college chemistry at the grade 11 or 12 level. Includes work in the laboratory.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 10 to April 4 • **CHEM 900**

Pre-Health Science Program

For people who want to enter a post-secondary health program but lack the prerequisites, this program helps prepare them for admission. Specially designed courses provide a background in basic sciences, English, mathematics and social sciences, This course runs for 16 weeks, 28 hours per week from 0800 hours-1600 hours with intakes in September and January. Classes are held at St. James Campus and are available for both part-time and full-time study. Selected courses are offered in the evening (see BIO 700X. CHEM 700X, PHY 700X, MATH 700X).

Evening courses are also available which are equivalent to Pre-Health English. For additional information, please call 967-1212, ext. 3379.

Courses:
Biology 700, 80 hours, human biology
Chemistry 700, 48 hours, chemistry as applied to biology
Physics 700, 48 hours, physics for health sciences
Mathematics 700, 64 hours, basic and applied skills
English 700, 80 hours, basic English skills
Sociology 700, 64 hours, introduction to Sociology and Human Relations

Fees (subject to change):
The program may be taken on a part-time basis. Fees will depend on the hours of instruction.

Textbooks: Approx. $120.00

Graduates of Pre-Health who wish to enter full-time programs in the Health Sciences Division must apply through the normal selection process.

Biology for Health Sciences

Introduction to human biology and physiology in preparation for entrance into Nursing and Dental programs. This course is the equivalent of BIO 700 (see Pre-Health Science program).
Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
72 hours Fee: $108.00
January 16 to April 26 • **BIO 700X**

Chemistry for Health Sciences

Basic chemical principles required for life sciences with applications to biology. This course is the equivalent of CHEM 700 (see Pre-Health Science program).
Tues. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $67.50
January 17 to April 25 • **CHEM 700X**

Prehealth Mathematics

This course is a review of basic mathematics leading to competence in the type of calculations used in post-secondary, health-related programs.
Tues. and Thurs. 7 to 9 p.m.
St. James Campus
64 hours Fee: $96.00
January 17 to March 28 • **MATH 700X**

Prehealth Physics

This course is a review of basic Physics and applications to the Health Sciences. It is a 16 week program at 3 hours per week.
Thurs. 6 to 9 p.m. St. James Campus
48 hours Fee: $72.00
January 12 to April 27 • **PHYS 700X**

ADULT EDUCATION FOR THE DEAF

George Brown College is offering a series of part-time courses for deaf adults. The courses are taught by deaf instructors in sign language or by a hearing instructor with a sign language interpreter.

Come to the opening night information and registration session to meet the teachers and find out more about the classes. Students may register early for The Deaf and Hearing Worlds and Politics for the Deaf (see How to Register, page 84). Those wanting to register for Upgrading courses should attend the information and registration night.

Information Night

Monday, January 9, 1989 – 7 p.m. Casa Loma Campus

Upgrading for Adults

Improve your English reading and writing skills with the help of a qualified deaf instructor. George Brown College, in conjunction with the Ministry of Skills Development, is offering a new approach to Upgrading for the Deaf Community. These individualized programs for Deaf Adults will be taught in sign language *at no cost to the student.*

English Upgrading 930H
Mon. and Wed. 7 to 9 p.m.
Casa Loma Campus – 50 hours
January 16 to April 10
Tues. and Wed. 7 to 9 p.m.
Casa Loma Campus – 50 hours
January 17 to April 11

Personal Development

The Deaf and Hearing Worlds
An opportunity for deaf people to learn about themselves and explore the relationship between the deaf and hearing worlds.
See page 3.

Politics for the Deaf
This course is designed to provide deaf individuals with the opportunity to learn about the municipal, provincial and federal levels of government.
See page 3.

FOR MORE INFORMATION PLEASE CALL:
TDD: 967-0966 or VOICE: 947-9914

English Resource Centre — English 930R

Through the Ministry of Skills Development, the Ontario Basic Skills (OBS) program allows you to participate in academic upgrading one or two nights a week and/or Saturday mornings. Proceed at your own pace until you achieve the academic level (1-12) you require.

Mon. and/or Wed. 6 to 9 p.m. and/or
Sat. 9 a.m. to noon
Casa Loma Campus
75 hours Fee: $40.00
January 16 to March 14

Introduction to Computer Programming

An overview of business data processing and a base for further study of programming and system analysis. Topics include: hardware and software features, programming languages, flowcharts and practical programming experience.
Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $75.00
Materials: $5.00 and purchase of text.
January 23 or 24 to March 29 or 30 • **EDP 100X**
For more information about this course, please call 967-1212, ext. 3292.

Basic Keyboarding I

Designed for those with minimal or no knowledge of typing. After the keyboard is covered thoroughly, students do drills to increase their speed and accuracy with the goal of achieving 20 to 25 words per minute. Note: This course is taught on a typewriter.
Text: Typing Power Drills.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $90.00 Materials: $5.00 plus purchase of text.
January 23 or 24 to March 29 or 30 • **KB 100X**

Microcomputers

Computer Literacy (An Introduction to Microcomputers)

An introduction to the computer age, covering how computers work, computer terminology, what the computer can and cannot do and the types of machines available. Material is presented with helpful audio-visual aids and hands-on computer experience.
Tues. 6 to 9 p.m. or Sat. 9 a.m. to noon
St. James Campus
21 hours Fee: $84.00 Materials: $5.00
January 24 to March 7 or
January 28 to March 11
March 14 to April 25 or March 18 to May 6
Tues. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
January 24 to March 7
March 14 to April 25 • **PRGM 993**
For more information about this course, please call 967-1212, ext. 3292.

Introduction to Electronic Data Processing

Prerequisite: Grade 12 mathematics at the general level.
In this hands-on course, students cover a variety of topics, including: a brief history of computers, computer logic through simulation, the impact of computers on society, elements of computer systems and microcomputers in particular, and using software for word processing, data bases and spread sheets.
Tues. & Thurs. 5 to 7 p.m. St. James Campus
30 hours Fee: $45.00 • **PRGM 970**
For more information about this course, please call 967-1212, ext. 3380.

Introductory Microcomputer Programming

This course covers the following topics:
Introduction to the microcomputer, hardware, software, terminology and the language BASIC; writing, running, saving and printing programs; program development including documentation, editing, input and output techniques, decision-making and branching; arrays and READ/DATA statements.
Casa Loma Campus
30 hours Fee: $45.00
Mon. and Wed. 5 to 7 p.m.
January 23 to March 13
Tues., Wed. or Thurs. 7 to 10 p.m.
January 24, 25, 26 to March 28, 29, 30
Sat. 1 to 4 p.m.
January 28 to April 1 • **PRGM 925**
For more information about this course, please call 967-1212, ext. 2481.

Microcomputer Programming Techniques

Prerequisite: PRGM 925 or equivalent.
Review BASIC programming techniques and learn more advanced BASIC statements and concepts. Topics include: advanced looping and branching techniques, subscribed variables, arrays, algorithms and problem solving methods, the use of flowcharting and/or pseudo-code, program documentation, sorting techniques including Bubblesort and Shellsort, handling cassette and disk files; creating, maintaining, updating, sorting and merging files. Students also select and develop a project.
Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $45.00
January 23 to March 27
Sat. 9 to noon Casa Loma Campus
January 28 to April 1 • **PRGM 935**
For more information about this course, please call 967-1212, ext. 2481.

Microcomputers in Business

Prerequisite: Basic knowledge of microcomputer operations.
An introduction to the various types of commercially available productivity software for those acquainted with the general procedures for processing business information. Subjects include: BASIC, electronic spreadsheet, word processor, data manager, graphics and integrated packages. Hands-on experience is offered in most of these areas.
Text: Lotus 1-2-3 – A Ready Reference Manual and dBase III – A Ready Reference Manual and Wordperfect – A Ready Reference.
Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $182.00 Materials: $8.00 plus purchase of text.
January 21 to April 8 • **EDP 800**
For more information about this course, please call 967-1212, ext. 3292.

MS-DOS and the Personal Computer

Learn the physical components of MS-DOS, DOS commands and the different versions available. Other topics include: floppy and hard disk drives, volume labels, files and file names, control and editing keys, file handling, redirection, pipes and filters, hierarchical directories, line editor, batch file commands, configuring DOS with config. sys., keyboard reassignment, organizing a hard disk, hard disk backup and restoring.
Casa Loma Campus
30 hours Fee: $189.00
Mon. 9 a.m. to noon
January 23 to March 27
Tues. and Thurs. 5 to 7 p.m.
January 24 to March 14
Tues. 7 to 10 p.m.
January 24 to March 28
Sat. 9 a.m. to noon or 1 to 4 p.m.
January 28 to April 1 • **PRGM 908**
For more information about this course, please call 967-1212, ext. 2481.

Microcomputer Training at Harbourfront

George Brown College - Harbourfront Microcomputer Centre
Courses are designed to provide hands-on microcomputer training using IBM compatible personal computers using the latest software products.

The Facility
The George Brown College - Harbourfront Microcomputer Centre is equipped with 20 IBM compatible microcomputers and four printers.

Location
Harbourfront, 235 Queen's Quay West

Courses

Computer Literacy – An introduction to Microcomputers
(See page 12 for course description and dates.)

Introduction to Lotus 1-2-3
(See page 14 for course description and dates.)

Introduction to dBASE III
(See page 14 for course description and dates.)

Intermediate dBASE III
(See page 14 for course description and dates.)

Introduction to ACCPACC General Ledger
(See page 15 for course description and dates.)

IBM is a trademark of International Business Machines Corp. Lotus 1-2-3 is a trademark of Lotus Development Corp. dBASE III is a trademark of Ashton-Tate.

Advanced MS-DOS

Prerequisite: PRGM 909 — MS-DOS and the Personal Computer or suitable experience.
This course covers the following topics: advanced commands (attrib, set, etc.), hard disk features and partitions, organizing hard disks, backup media, backup procedures and strategy, restoring files on the hard disk, installable drivers and flexible facilities, keyboard and screen reassignment, virtual disk drive (RAM disk), extended and expanded memory board to increase RAM, advanced batch files: calling a batch file from another batch file and returning to the point of call and continue, advanced batch subcommands, edlin versus full screen editing, embedding extended ASCII in a text file, edlin subcommands in maintaining a data base, DOS editing keys, creating menu driven programs, application of redirection, piping and filters, structure of MS-DOS.
Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $190.00
January 25 to March 29 • **PRGM 918**
For more information about this course, please call 967-1212 ext. 2481

Introduction to UNIX

Prerequisite: Programming experience in one of the following: 'C', Fortran, Cobol, Pascal or FORTH.
For programmers who want to learn about the functioning and the abilities of the UNIX operating system in sufficient detail. Shell programming and UNIX utilities are covered in depth. 'C' language programming is not dealt with.
Thurs. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $250.00
January 26 to March 30 • **PRGM 942**
For more information about this course, please call 967-1212, ext. 2481.

Languages

'C' Programming Language (Part I)

Prerequisite: Programming experience in at least one other language.
This hands-on course provides an introduction to 'C' language programming. Specific topics include: program structure, strings, variables and pointers, control flow, functions, arrays, input/output and debugging. The cost of the text and materials is not included.
Mon. and Wed. or Tues. and Thurs.
6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee $250.00
January 23 or 24 to March 29 or 30 • **PRGM 933**
For more information about this course, please call 967-1212, ext. 2481.

'C' Programming Language (Part II)

Prerequisite: PRGM 933 — 'C' Programming Language (Part I).
A hands-on course to improve the programming skills of PRGM 933 graduates in a UNIX-like environment. Further discussion of the theory in the following topics: structures, function pointers, buffered and unbuffered I/O, file handling and applications.
Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $156.00
January 23 to March 27 • **PRGM 943**
For more information about this course, please call 967-1212, ext. 2481.

COBOL I

Prerequisite: EDP 100X or equivalent.
The mechanics of the COBOL language are introduced and students gain practical experience writing programs to solve business problems. The documentation of programs is emphasized.

Free Computer Courses at Dixon Hall for the Unemployed

Dixon Hall, in cooperation with George Brown College and Canada Employment and Immigration,
is offering free part-time microcomputer courses.

Computers in the Community is designed to meet the special needs of adults who have been unemployed 6 months or more.

Fourteen-week part-time courses and one-day workshops will be offered beginning January, 1989. Registration will occur in December 1988.

Courses are offered in the afternoons, evenings and Saturdays in these areas:

Keyboarding	Word Processing
Computerized Accounting	Computers in Business
Lotus 1-2-3	dBase III+
Understanding DOS	Resume writing

DIXON HALL

For more information on courses and how to register, call Dixon Hall, 58 Sumach Street, after noon, at **863-0498.**

Text: Cobol for the '80s. IBM vs JCL plus Utilities and CMS Primer – Release 4.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $75.00 Materials: $10.00 and purchase of text.
January 24 to March 30 • **EDP 101X**
For more information about this course, please call 967-1212, ext. 3292.

COBOL II

Prerequisite: A grade of "C" in COBOL I or the equivalent.
Programming assignments cover accounts receivable and payroll applications and students are taught techniques for sorting, summarizing and updating a master file.
Text: Cobol for the '80s, OS/VS JCL and Utilities, and CMS Primer, Release 4.
Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 Materials: $10.00 and purchase of texts.
January 24 to March 30 • **EDP 200X**
For more information about this course, please call 967-1212, ext. 3292.

Application Software

Introduction to dBASE III

Prerequisite: Familiarity with microcomputers. dBase III and dBase III Plus are the latest versions of dBase. They are the most popular data base management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBase programming.
Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $113.00 Material Fee: $7.00
January 13 to February 17
March 17 to April 28
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
Mon. 6:15 to 9:15 p.m.
January 9 to February 13 • **PRGM 997**
For more information about this course, please call 967-1212, ext. 3292.

Intermediate dBASE III

Prerequisite: Introduction to dBASE III.
To further expand the students basic knowledge of the power and flexibility of dBASE III Plus. Topics covered include: changing dBase systems default setting; setting up dBase working environment; working with multiple files simultaneously; exchanging data files with other programs and other advanced commands.
Tues. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
21 hours Fee: $135.00 Material Fee: $5.00
January 17 to February 28 • **PRGM 989**

Advanced dBASE III

Prerequisite: PRGM 997 — Introduction to dBASE III plus practical experience.
This course is designed for those who want to use dBase III and dBase III Plus beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step-by-step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.
Wed. 6 to 9 p.m. St. James Campus
21 hours Fee: $135.00 Material Fee: $5.00
January 11 to February 22
March 1 to April 12 • **PRGM 998**
For more information about this course, please call 967-1212, ext. 3292.

REGISTRATION FOR THE WINTER TERM BEGINS MONDAY, NOVEMBER 14, 1988

Lotus 1-2-3 (General Applications)

An examination of the attributes of Lotus 1-2-3 Release 2 program and an introduction to 1-2-3 templates and other aspects of the program. Other subjects include: border cells, pointer, mode indicators, error corrections, function keys, commands, formats and functions, file handling, print reports, business graphs, macros and the creation and manipulation of the database.
No previous experience necessary.
Mon. 7 to 9:30 p.m. Kensington Campus
January 23 to March 27
Wed. 1 to 3:30 p.m. Casa Loma Campus
January 25 to March 29
25 hours Fee: $158.00 • **PRGM 907**
For more information about this course, please call 967-1212, ext. 2481.

Introduction to Lotus 1-2-3

Prerequisite: Basic knowledge of micro-computers.
A clear, concise and practical approach to the popular electronic spreadsheet which combines power and flexibility with ease of use. Both the novice and those with some knowledge of 1-2-3 will benefit from the course.
Tues. or Thurs. 6 to 9 p.m. St. James Campus
18 hours Fee: $211.00 Material Fee: $7.00
January 17 or 19 to February 21 or 23
March 14 or 16 to April 18 or 20
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
Wed. 6:15 to 9:15 p.m.
January 18 to February 22
March 15 to April 19 • **BUS 813**
For more information about this course, please call 967-1212, ext. 3292.

Advanced Lotus 1-2-3

Prerequisite: BUS 813 — Introduction to Lotus 1-2-3 plus practical business experience with Lotus 1-2-3.
Explore the potential of 1-2-3 and move on to more advanced applications, especially the use of macros. Learn how to design the worksheet and create macros for a variety of business applications as well as data sharing between 1-2-3, dBASE II and Wordstar.
Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $203.00 Material Fee: $10.00
January 23 to February 27
March 6 to April 10 • **BUS 815**
For more information about this course, please call 967-1212, ext. 3292.

WordPerfect 4.2

Prerequisite: Basic typewriter skills are recommended.
This course is designed to introduce the student to WordPerfect 4.2, a full function word processing software package. The course covers the following topics: basic typing features of WordPerfect, creating and saving documents, editing text, formatting options, page numbering, printing function, moving and copying text, search and replace, Help key, Speller, Thesaurus, text columns, math, macros, merge capabilities and the sort feature.
Kensington Campus
30 hours Fee: $203.00
Mon 9 a.m. to noon
January 23 to March 27
Tues. and Thurs. 3 to 7 p.m.
January 24 to March 14
Thurs. 7 to 10 p.m.
January 26 to March 30
Sat. 9 a.m. to noon or 1 to 4 p.m.
January 28 to April 1 • **PRGM 909**
For more information about this course, please call 967-1212, ext. 2481

MultiMate

Prerequisite: Basic Typewriter Skills are recommended.
A comprehensive examination of the features of MultiMate. Topics include: the main menu, help menu, creating a new document, editing an old document, cursor movement, tabs, margins, line spacing, inserting, deleting, moving and copying texts, enhancing documents, search and replace, document handling utilities, checking spelling in documents, libraries, merging documents, key procedures and system utilities.
Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $189.00
January 24 to March 28 • **PRGM 906**
For more information about this course, please call 967-1212, ext. 2481.

ENABLE 2.0

Prerequisite: General understanding of micro-computers and keyboards.
ENABLE is a complete productivity tool for users of IBM PCs or compatibles. It provides all five major applications: word processing, spreadsheets, graphics, database management and telecommunications. It also interacts with other packages such as Lotus and dBase III. This course will cover the following topics: installing ENABLE, fundamental word processing techniques, fundamental database management techniques, fundamental spreadsheet techniques, graphs, creating integrated reports and an overview of ENABLE's telecommunications applications.
Mon. and Wed. 5 to 7 p.m. Kensington Campus
30 hours Fee: $203.00
January 23 to March 13 • **PRGM 936**
For more information about this course, please call 967-1212, ext. 2481.

Framework II

Prerequisite: General understanding of micro-computers and keyboards.
This course will introduce the student to Framework II and the following: interaction with DOS, major elements of Framework II, graphing, creating a document, modifying a document, data processing, gathering/analyzing information, introduction to FRED programming, program designing, program writing and refinement.
Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $195.00
January 25 to March 29 • **PRGM 937**
For more information about this course, please call 967-1212, ext. 2481.

Introduction to ACCPAC General Ledger

Prerequisite: Knowledge of basic accounting and basic computer experience.
The ACCPAC General Ledger & Financial Reporting System can be operated by persons with varying degrees of accounting knowledge. Students with an accounting background will, however, be in an advantageous position in appreciating the implications of the various teaching modules. This course aims at teaching the student how to create and maintain a general ledger, enter accounting transactions and produce all critical financial reports, including company profile, chart of accounts, general ledger listing, batch status report, transaction journal, trial balance worksheet, detailed general ledger account listing, and custom financial reports and specification files.
Sat. 1 to 4 p.m. St. James Campus
21 hours Fee: $250.00 and purchase of text.
January 14 to February 25
March 4 to April 22
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
Thurs. 6:15 to 9:15 p.m.
January 19 to March 2
March 16 to April 27 • ACC **800**
For more information about this course, please call 967-1212, ext. 3292.

Certificate Program in Microcomputer Studies

This certificate is designed to meet the needs of students who are encountering computers in their day-to-day jobs. By offering several of the most popular office software packages, the program allows students to tailor the certificate to their individual needs.

7 courses: 3 Compulsory, 4 Electives

Compulsory

Computer Literacy

For course description see page 12.

Introduction to dBase III

For course description see page 14.

Introduction to Lotus 1-2-3

For course description see page 14.

Electives – Group A

Choose 1

Wordperfect 4.2

For course description see page 14.

Multimate

For course description see page 15.

Multimate Advantage

For course description see page 15.

Group B

Choose 1

MS-DOS and the Personal Computer

For course description see page 13.

Intermediate dBase III

For course description see page 14.

Introduction to ACCPAC General Ledger

For course description see page 15.

Advanced Lotus 1-2-3

For course description see page 14.

Advanced dBase III

For course description see page 14.

Advanced Multimate Advantage

For course description see page 15.

Introduction to Multimate Advantage (Wordprocessing)

Prerequisite: Typing speed of 20 wpm.
This course includes the new updated version of Multimate. The student is introduced to the fundamentals of Wordprocessing. Topics include creating, editing, saving and revising documents; setting margins and tabs, page length, and columns; copying and moving text and using search and replace.
Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $135.00
January 16 to February 20 • **WORD 901**

Advanced Multimate Advantage

Prerequisite: Introduction to Multimate Advantage.
This advanced course includes the following topics: key procedures library functions, system defaults, advanced print controls, document merging (Mailmerge), spell checker and many of the new features that have been added to this updated version of Multimate.
Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $135.00
March 6 to April 20 • **WORD 902**

Group C

Choose 1

Introduction to Networking*

*Under development

Computer Graphics*

*Under development

Certificate in Communications

Our Communications Certificate will help you win that paper war at the office with courses in written communications that will make your letters, memos, and reports clearer, more concise – and hard to ignore. We also have courses that will put more punch in your oral presentations and public speaking, teach you to build your vocabulary or improve your reading speed and comprehension. Our approach is all business and our instructors are professional communicators. Students who have satisfactorily completed each course will receive a certificate of competence and, on completion of six courses, may apply for a certificate in Communications. Courses selected from the Creative Writing Certificate program may be used as credits for this certificate.
For more information, please phone 967-1212, ext. 3377.

Speaking with Confidence

When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life?
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech.
Instructor: Hugh Thomson, writer, editor, public speaker.
Mon. 7 to 10 p.m. St. James Campus
36 hours Fee: $54.00
Janaury 16 to April 3 • **ELS 809**

Bare Essentials

This course offers the "essentials" of writing skills for the student who is not quite ready for business, technical or creative writing courses. Basic rules of grammar, extensive practice in writing, punctuation, spelling and some speaking skills are included.
Mon. or Tues. 6 to 9 p.m. or
Sat. 9:30 a.m. to 12:30 p.m.St. James Campus
42 hours Fee: $63.00
January 16, 17 or 21 to April 17, 18 or 22 • **ENG 933**

Wordplay: Enlarging Your Vocabulary

Are you often at a loss for words? This course teaches you how to improve your vocabulary and build your self-confidence in language use. Wordplay's workshop environment is supportive and non-intimidating. Words are explored through contemporary methods such as role-playing, visualization, and guided conversational exercises. Audio/visual aids are employed. Students work from a dictionary, Roget's Thesaurus and a text designed to increase vocabulary.
Instructor: Mike Kilpatrick.
Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 19 to April 6 • **ELS 823**

The Reading Workshop

The Reading Workshop is a course for students who want to explore the exciting world of reading. It's a course for those who want to improve their reading skills. It's also for those who already read well but would like to learn to enjoy the activity more. It's practical. Speed and comprehension are taught through games, exercises and drills, some involving computer play. Students learn "gears" – techniques for studying, slow reading, rapid reading or skimming. It's fun. Reading is experienced as an enjoyable activity. Reading matter includes magazines, newspapers, technical, business and industrial reports, essays, fiction and poetry.
Instructor: Mike Kilpatrick.
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 15 to April 5 • **ENG 931**

Reading English: For Fluent Readers of Other Languages

Designed for students who wish to read all kinds of materials, this course guides students in improving reading speed and comprehension. Students follow individualized programmes of gradually increased difficulty. Reading materials are extremely varied and include computerized texts. Students are exposed to reference works. At the same time, they are encouraged to read freely, without mentally translating and constantly resorting to a dictionary.
Instructor: Justina Abenina.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 18 to April 19 • **ENG 935**

Communications I

Prerequisite: Grade 12 English or equivalent. This course covers study skills, essential grammar and punctuation skills, organizing ideas effectively in paragraph and short essay forms, proofreading techniques and critical thinking.
Instructor: Julie Joyce.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
January 17 to April 18 • **COMM 901**

Communications II — Business & Technical Writing

This course presents students with the gamut of communication experiences they encounter in the business world. A significant portion of this course is devoted to oral presentation skills. Students do a minimum of two presentations. the course also offers students an opportunity to learn the formats and conventions of business letter, memo and report writing.
Instructor: Julie Joyce.
Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
January 16 to April 17 • **COMM 902**

Written Business Communication

Prerequisite: Grade 12 or equivalent.
This course provides the student with a solid foundation in written business communication. Instruction is given on appropriate format and technique in writing memoranda, business letters, policy and procedure manuals, and informal and formal reports, including the financial report. Emphasis will be placed on planning, organizing and writing the message effectively.
Instructor: John Hamilton
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
Janaury 17 to April 18 • **ELS 903**

ELS 903 and ELS 909, if successfully completed, permit CGA candidates to meet the CGA Business Communications requirement. A diagnostic test is written the first evening of ELS 903. Students lacking the necessary language skills for formal report writing are advised to first complete ENG 933 — Bare Essentials.

Oral Business Communications

Prerequisite: Grade 12 or equivalent. Oral Business Communications helps you to shape your ideas and communicate them clearly and persuasively. It adds strength, depth and colour to your speech. Your skill in talking determines whether your ideas produce results, your business flourishes and your career advances.
This course helps you to succeed in all speaking situations: in meetings, in interviews, on the phone, in small and in large groups.
Instructor: Hugh Thomson, writer, editor, public speaker.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
January 17 to April 18 • **ELS 909**

Writing that Works: Strengthen Your Skills For Work-Related Writing

Do you wish you could rewrite your memos and letters? Write them better? Write them with more impact? In this "before and after" workshop, you do guided rewriting exercises to convert ordinary memos into extraordinary communications. You also practise skills to strengthen your style, deliver clear messages and get the results you want from your readers.
Instructor: John Hamilton, corporate business writer.
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 25 to April 12 • **ENG 912**

Assertiveness Training

For course description, see page 3. • **CE 824**

Gain Confidence, Overcome Shyness

For course description, see page 3. • **CE 876**

Certificate in Creative Writing

Develop your romance (or mystery or feature story or poem)! You can learn romance writing from a Harlequin editor, poetry from a prize-winning Canadian poet, and journalism from a former Globe and Mail newshound. If that's not enough, try writing children's literature or a screenplay - the choice is yours. You can develop your own style and learn some of the tips of the trade at the same time.
After the satisfactory completion of each course, students will receive a certificate of competence and, on completion of six courses, may apply for a certificate in Creative Writing.
These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program.
For more information, please phone 967-1212, ext. 3377.

Writing for Clarity and Impact

This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political and journalistic. This is a nuts and bolts course in which language usage and style are examined critically. Students are required to write and review their work.
Instructor: Arnie Achtman.
Tues. or Thurs. 6 to 9 p.m. St. James Campus
36 hours Fee: $54.00
January 24 or 26 to April 11 or 13 • **ELS 901**

Journalism: Springboard to a Career

News is anything that interests people. Nevertheless, it can be recognized and written only by those with "a nose for news" and a knowledge of how to write it for each of the media — the press, TV and radio.
This course develops that news-sense and those writing styles for general reporting and for the specialized covering of sports, entertainment, business, politics, science, education, religion, etc. If you're not interested in a journalistic career, this course will sharpen your observation and enjoyment of the daily news, in print and on the air, because you'll be an insider, someone "in-the-know."
The instructor, Hugh Thomson, is a former CBC radio interviewer, Toronto Star columnist and Globe and Mail editor.
Wed. 7 to 10 p.m. St. James Campus
36 hours Fee: $54.00
January 18 to April 5 • ENG 934

Writing for Fun and Profit

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers. So why not try writing feature articles or interview stories? Why not submit fillers, lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues?
This course is for those eager to give freelance magazine writing a solid, educated try under the guidance of a professional writer and former editor of the Globe and Mail.
Instructor: Hugh Thomson
Thurs. 7 to 10 p.m. St. James Campus
36 hours Fee: $54.00
January 24 to April 11 • **ENG 919**
Special section for Seniors:
Tues. 1 to 4 p.m. Casa Loma Campus
January 19 to April 6 • **ENG 919**

Creating Short Stories

The short story is enjoying a revival. This class/workshop explores the fundamentals of short story technique and structure, plotting, dialogue, characterization, tone and setting and offers an introduction to experimental writing. Guided by published author Nancy Kilpatrick, students create a short story in class as well as present works-in-progress for support and constructive feedback.
Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 19 to April 6 • **ENG 801**

Short Story Workshop — Advanced

Prerequisite: Solid understanding of short story writing techniques and/or Creating Short Stories – ENG 801 or equivalent.
This intensive workshop is devoted to in-depth analysis of short stories written by participants. Each student provides the class with photocopies of his or her short fiction to be critiqued between sessions and then discussed in class. Guided by instructor Nancy Kilpatrick, focus is on line-by-line and overall feedback – both technique and gut reaction. As well, marketing suggestions and strategies are discussed. The number of participants is limited to ensure maximum concentration on each story.
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 18 to April 5 • **ENG 918**

Writing Mysteries

Are you dying to write a mystery? This course explores the theory and structure of mystery writing and develops stylistic techniques in a workshop situation. Each student writes either a short story or two chapters and an outline of a novel during the course and receives editing advice from the instructor and from other students.
Instructor: Peter Robinson, author of *Gallows View* and *A Dedicated Man*.
Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 19 to April 6 • **ELS 827**

Poetry Workshop

This course provides an ongoing workshop approach to creative writing, emphasizing a collective critique by peers of submitted material. The instructor provides direction and focus during the session, as well as an overall strategy of development. The course facilitates in-class improvement of writing skills.
Students in this course bring established habits or patterns of writing and a commitment to developing their own material. The emphasis is on poetry, with particular attention to modern forms.
Instructor: Christopher Dewdney.
Mon. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 23 to April 10 • **ELS 902**

Writing for the Theatre

A well-known Toronto playwright provides an opportunity for students to learn the basics of writing performable plays. In the process of reading and analyzing the text of a contemporary full-length play, students will learn and practise how to make characters come alive, write believable dialogue, and structure their own scenes for maximum dramatic impact. The course includes the viewing and analysis of a live theatrical production.
Instructor: Janis Rapoport.
Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 24 to April 11 • **ELS 822**

Write Your Own Screenplay

You have a great idea for a screenplay, but you don't know where to start?
There are definite structural stages a writer works through in fleshing out and dramatizing an idea — and this course leads the student step-by-step through those stages. Each student writes an outline of a full-length screenplay and the first 30 pages of a script based on that outline. In addition, marketing information and advice will be provided by the instructor, Nika Rylski, a scriptwriter with over 30 TV, film and radio credits to her name.
Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 19 to April 6 • **ENG 913**

Screenwriters' Workshop — Advanced

Prerequisite: ENG 913 or equivalent.
You've written the first 20 to 30 pages of your screenplay and need professional guidance (someone to hold your hand!) as you tackle the next 60 to 90 pages. Screenwriters' Workshop guides participants in the preparing and completing of Acts 2 and 3 of a full-length screenplay. In addition to script editing advice, the instructor provides information on a variety of screenwriting techniques and topics such as Adaptation From Other Media, The Fine Art of Pitching and Writing Scripts for other Media and Genres.
Instructor: Nika Rylski.
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 25 to April 12 • **ENG 913**

Women Writing

Participants in this course read and discuss recent writing by women and at the same time work on their own creative writing projects. The course includes poetry, fiction, nonfiction and their combinations. Students read the work of women writers who are exploring new ways to approach content and/or form. The focus is on writers who are broaching themes like sexuality from a female viewpoint as well as on traditional themes infused with a femal sensibility.
Instructor: Libby Scheier.
Mon. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 23 to April 10 • **ENG 923**

Saturday Writing Seminars – Informal Round-table Learning

Facts Cast in Fiction Form

Today, the most marketable non-fiction is the unforgettable experience in your life, or an experience that taught you the lesson of your life. In the writing business, these are called Drama-in-Real-Life and Art-of-Living Feature, respectively. If you have such dramatic experiences in your life and want to write and sell them, you must cast them in the mold of the short-short (fiction) story.
This seminar shows you how to compose, set up and market such sure-fire pieces.
Instructor: Hugh Thomson
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
January 21 • **ELS 826**

Travel Writing

Everybody is travelling far and wide these days; travel publications are flourishing and their editors are eager to receive freelance stories. Most they get in the mail are, however, rejected because the style and the content are useless.
The instructor, Hugh Thomson, a veteran travel writer, shows you how to write in a fresh, imaginative style (free of "travelese") and to slant each piece to suit the travel editor.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
January 28 • **ELS 825**

Writing Technical and Trade Articles

Technical and Trade Articles range from simple stories of successful business practice to accurate but readable features on medical research, engineering, electronics or chemistry. No specialist degree or background is demanded. You must, however, love to write, especially for a select group of readers, and for the general public. Trade and Technical writing is in enormous demand in this day of science and technology.
Instructor: Hugh Thomson.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
February 4 • **ENG 807**

Breaking into Print: How to Write for Magazines

In this one-day workshop, participants benefit from help given by a skilled practitioner in assessing their own writing potential and in deciding the field in which they can specialize and place their articles. They receive practical tips on planning, researching, and organizing an article. Class assignments provide the opportunity to evaluate articles and to improve their own writing and marketing skills.
Instructor: Claire Gerus regularly has her own articles published in various magazines and journals. She was an editor with Harlequin Books and successfully taught courses on How to Write Romances.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
February 11 • **ENG 802**

Better Business Writing

Almost everyone is expected to write on the job — memos, letters, reports, proposals, etc. This seminar helps participants work through basic techniques to strengthen all types of work-related writing.
Note: Please bring five typical samples of your writing for use in before and after exercises.
Instructor: Eugene Stickland.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
February 18 • **ENG 803**

Be a Freelance Critic

Toronto is one of North America's leading centres for the performing and visual arts, and magazines and newspapers welcome qualified freelance reviewers to help cover the bustling arts scene. For such assignments you are paid to sit in the best seats and review the art form you know and love best.
For 20 years, the instructor, Hugh Thomson, was music-drama-art critic with The Toronto Star and, subsequently, was Entertainment Editor of The Globe and Mail. The seminar could launch you on a career as critic, part-time or full-time.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
February 25 • **ELS 821**

Interviews That Sell

Big sellers today are the interviews with celebrities or with non-celebrities engaged in some noble or some unusual activity, strong in human interest.
The seminar covers both the "personality sketch" (an interview with, say, a visiting star) and the "opinion profile" (an interview with, say, Britain's Prime Minister).
It shows you how to establish instant rapport with your subject and how to write your interview so that the spotlight falls revealingly on the interviewee and makes the readers feel they were present. It demonstrates how best to set up each manuscript to meet the demands of each kind of publication.
The seminar demonstrates how to interview with note-taking and with a tape recorder, how to interview authorities when you are doing research for a non-fiction article or a non-fiction book.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
March 4 • **ELS 824**

Make the News Media Work for You

Editors of newspapers, TV, radio, general magazines, trade and professional journals toss out most of the publicity releases they receive from the public relations writers with businesses, industries, professions, governments and associations. Yes, even those with viable news buried in huckster-style writing. For publicity writing must be news writing, yet seldom is. A veteran promotion director, news writer and editor with the Toronto Star and Globe and Mail shows in this course those in public relations and those eager to break into it, how to make the print and broadcast media their oyster.
Instructor: Hugh Thomson.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
March 11 • **ENG 806**

The "New" Biography

Today, books of the most intimate biography and tell-all magazine profiles on persons in the public eye keep tumbling from the presses to meet the rage for "psycho-biography". To write and sell such candid life stories you must take over Sherlock Holmes' magnifying glass and the Sigmund Freud couch; lay bare the most personal facts and motives that shaped your subject's life.
Free-swinging discussions will follow talks on the leading psycho-biographer, Leon Edel, and on the no-holds-barred life-stories of Leonard Bernstein and Frank Sinatra. Dainty, tiptoe-through-the-tulips biography is dead, so go with the flow!
Instructor: Hugh Thomson.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
March 18 • ENG 808

The Complete Travel Writer

In this course potential travel writers learn to construct travel stories in both newspaper and magazine styles. They learn to illustrate their stories using a 35 mm camera which they must provide. Story proposals and approaches to editors, developing contacts, marketing finished stories, the ethics and responsibilities of travel writers, and business aspects of travel writing are all covered. This course includes one Saturday field trip.
Instructor: Bruce Kemp.
Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 24 to April 11 • **ENG 929**

Writing for Children

Children's books are magical.
Increasing numbers of people want to be part of the surge in children's literature in this country, to create that special book which young readers will always remember. In this course, presented by the staff of the Children's Book Centre, students meet established writers, illustrators, editors and publishers. They learn about the children's literary marketplace and publishing industry, and receive practical suggestions about how to approach a publisher. In addition, they have an opportunity to explore their motivation in writing for children and, through extensive workshop experience, to hone their writing skills. At the first class meeting, materials will be available for which the fee is $10.00.
Students register at St. James Campus.
Classes meet at the Children's Book Centre, 229 College St.
Instructor: Peter Carver.
Tues. 6:30 to 9:30 p.m.
Children's Book Centre, 229 College St.
30 hours Fee: $45.00
January 17 to March 21 • **ENG 804**
Special section for Seniors:
Monday 1 to 4 p.m. Casa Loma Campus
January 23 to March 27 • **ENG 804**

Writing for Children Workshop (Advanced)

This workshop is designed for those who have successfully completed the initial Writing for Children course – and who now find themselves hopelessly addicted to the writing habit. Students taking the course are those who realize that writing for children is as demanding and risky as any other creative activity. They develop major writing projects, with the aim of bringing them nearer to a publishable state. Opportunities are provided for meeting established writers, editors and publishers. Students also learn more about the practical implications of embarking on a career as a writer.
Instructor: Peter Carver.
Thurs. 6:30 to 9:30 p.m.
Students register at St. James Campus.
Classes meet at the Children's Book Centre, 229 College Street.
30 hours Fee: $45.00
January 19 to March 23 • **ENG 916**

Romance Writers' Workshop

Prerequisite: Ability to write creatively.
Every month, more than 140 romance novels hit the stands. Publishers are eager to find reliable new talent to meet their publishing requirements. Despite the opportunities for romance writers, rejects are high because aspiring writers are unaware of what the publishers want. Let Nancy Roher, editor of Harlequin books, help you to break into the romance fiction market. She helps you to understand the market, and identifies your style and gets you started on your next romance.
Mon. 6:30 to 9:30 p.m.St. James Campus
24 hours Fee: $36.00
January 23 to March 13 • **ELS 812**

Introduction to Book Publishing

What do publishers want? How can an author dramatically improve his/her chances of getting published? Book Publishing answers these and many other questions frequently asked about publishing. Topics include: the writer's market; author grants and awards; vanity presses; desktop publishing; self-publishing; typesetters, printers and book manufacturers; the small press; copyright; contract negotiation; advances and royalties; subsidiary rights (films, book clubs, foreign editions); editing and editors; book design and illustration; production; marketing; advertising and publicity; the bestseller.
Instructor: Gelen Ellis has edited numerous bestselling and critically acclaimed books.
Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
January 24 to April 11 • **ELS 910**

Certificate Program in Teaching and Training Adults

This program is designed for teachers or those intending to teach on a full-time or part-time basis in community colleges, business colleges or institutes, and trainers in business, industry, government, non-profit organizations and health care facilities. It will offer appropriate theoretical instruction, but the primary program emphasis will be on practical application.
The program consists of two core courses covering essentials that are relevant to all participants and short intensive elective workshops geared towards the particular needs of participants, eg., health care professionals, business trainers, college instructors. As well, some electives offer a more in-depth examination of core units with topics selected to satisfy participant's own interest, eg., Independent Self-Directed Learning, Training Volunteers and Organizing Workshops and Seminars. Students must complete two compulsory courses and three electives in order to graduate.
The program is taught by a team of skilled practitioners from colleges, business and industry.
For general information call 967-1212, ext. 3239 or 3241.

Compulsory:

Introduction to Teaching and Training Adults

An intensive introductory course focusing on planning and preparation skills. This interactive course is conducted by a team of teaching and training professionals and includes an opportunity for all students to participate in a practice teaching session. Topics covered include: characteristics of adult learners, characteristics of good instructors, course planning (assessing needs, sequence of learning, evaluation), lesson preparation, objective setting and evaluation of learning.
Wed. 7 to 9:30 p.m. St. James Campus
37.5 hours Fee: $185.00
January 25 to May 3 • CES **880**

Instructional Techniques

Prerequisite: Introduction to Teaching and Training Adults.
An overview and comparison of different teaching methods including: lecture format, demonstrations, self-directed independent learning, seminars, projects, field-work/clinical experience and interactive group techniques. Topics covered include: managing the learning experience, motivating students, questioning techniques, positive reinforcement, task analysis, teaching concepts/theory and audio-visual instructional aids. Students plan, prepare and conduct a skill or theory session using other participants as students.
Tues. 7 to 9:30 p.m. St. James Campus
37.5 hours Fee: $185.00
January 31 to May 9 • CES **877**

Electives

Organizing Workshops & Seminars

This short intensive course is designed for those in government, industry, business, and non-profit or volunteer organizations who plan and organize workshops or seminars. Participants learn to set objectives, plan sessions, utilize staff and volunteers and set up support functions. the course also examines marketing, cost effectiveness, and troubleshooting.
Mon. 7 to 9 p.m. St. James Campus
6 hours Fee: $48.00
January 30 to February 13 • CE **802**

Training in Business & Industry

A short intensive introduction to training techniques used in business and industry. The course examines a variety of methods used by companies to train and develop their staff. Topics covered include: conducting a needs analysis, assessing resources, managing the delivery, on-site and field training, and follow-up assessment.
Thurs. 7 to 9 p.m. St. James Campus
6 hours Fee: $48.00
January 26 to February 9 • CE **805**

Advanced Teaching Practicum

Prerequisite: Introduction to Teaching and Training Adults or teaching experience.
This intensive one-day workshop provides an opportunity for teachers and trainers to demonstrate their instructional techniques in a supportive environment. Each participant presents a mini-lesson which is videotaped and critiqued by your fellow students and workshop leader. Strengths and weaknesses are identified, and suggestions are made that will help you to improve your personal teaching style and become a more effective instructor.
Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
6 hours Fee: $48.00
March 11 • CE **892**

Training Volunteers

To be offered Spring 1989.

Client Services

George Brown College offers a variety of programs and services which are available to the Business and Industry Community. We can assist your company in implementing training; on the job, in your plant, at our college or any other suitable location. Existing programs may be utilized, altered to meet your needs or, if required, a new training program will be designed to meet your specifications.
For further information, please call the Client Services Unit at 967-1212, ext. 3219.

Training to Improve Communications in Multicultural Workplaces

George Brown College can offer courses that will improve communications and job effectiveness in multicultural workplaces.

Management Personnel

This 16-hour course is designed to increase the awareness and skills needed by management to effectively communicate with and supervise a multicultural work force. The course includes the impact of culture on communication and behaviour and how to prevent and deal with intercultural miscommunication at the workplace. It also looks at how to convey information and instructions to second-language speakers. Race relations issues and strategies for dealing with these issues are dealt with.

Staff

A course of appropriate duration will be set up at any workplace for staff whose first language is not English. The course is aimed at improving participants' communication with supervisors, co-workers and clients. It may include how to give instructions, how to ask for an explanation, how to relay problems to supervisors, etc. The policies and practices of the organization will also be introduced and, in order to improve communications between the different cultural groups, intercultural communication will be covered.

For more information about these courses, please call 362-8522.

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

English as a Second Language

Learning to Read and Write in English

A course in basic English designed for non-native speakers with a limited knowledge of the language. This course prepares students for the basic English courses by teaching them required reading and writing skills, including alphabet work and spelling.
Mon. and Wed. 7 to 9 p.m. Kensington Campus
50 hours Fee: $75.00
Registration:
January 2 to 5, 5 to 6:30 p.m.
Dates: January 16 to April 10 • LT **921**

Pre-Intermediate English

A course for English as a second language students who have a limited ability in English. The focus is on grammar but includes listening comprehension, pronunciation and possibly some work in our language laboratory. Successful completion of the course allows the student to proceed to more advanced courses.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: *January 2 to 5*, 5 to 6:30 p.m.
Dates: January 16 or 17 to April 10 or 11
• LT **813**

Intermediate English

For students who already know some English, this course emphasizes grammar but also deals with speaking, writing and listening comprehension. There may be some work in the language laboratory to improve pronunciation. Successful completion of this course qualifies the student for Advanced English.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: *January 2 to 5*, 5 to 6:30 p.m.
Dates: January 16 or 17 to April 10 or 11
• LT **812**

Advanced English for E.S.L.

For students who have learned to speak and write basic English, this course further develops conversational skills, grammar and reading comprehension.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: *January 2 to 5*, 5 to 6:30 p.m.
Dates: January 16 or 17 to April 10 or 11
• LT **803**

Conversational English for New Canadians

Designed for high intermediate and advanced students, this course develops fluency in conversational English. Since there is no formal instruction in grammar, students with grammar problems should register in Pre-Intermediate ESL (LT 813) or Intermediate ESL (LT 812).
Some conversation activities may be video-taped to help students assess their performance.
Mon. and Wed. 7 to 9 p.m. Kensington Campus
40 hours Fee: $78.00
Registration: *January 2 to 5*, 5 to 6:30 p.m.
Dates: January 16 to March 22 • LT **818**

Writing for Advanced Students of English as a Second Language

For the high intermediate or advanced student who wants to learn to write more clearly. Instruction focuses on helping students with their individual writing problems.
Mon. 7 to 9:30 p.m. Kensington Campus
25 hours Fee: $53.00
Registration: *January 2 to 5*, 5 to 6:30 p.m.
Dates: January 16 to March 20 • LT **819**

Language Test Preparation

This course helps prepare intermediate and advanced ESL students to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Topics studied in-depth include: listening, reading comprehension, writing, grammar and vocabulary.
Mon. and Wed. 7 to 9 p.m. Kensington Campus
50 hours Fee: $62.50
Registration: *January 2 to 5*, 5 to 6:30 p.m.
Dates: January 16 to April 10 • LT **916**

English Pronunciation Part I

A short course on developing speech production for intermediate or advanced ESL students. Students use the language laboratory and there will be no formal instruction in grammar.
Tues. 7 to 9 p.m. Kensington Campus
20 hours Fee: $25.00
Registration: *January 2 to 5*, 5 to 6:30 p.m.
Dates: January 17 to March 21 • LT **917**

English Pronunciation Part II

Prerequisite: LT 917 or previous study in phonology.
Emphasis is on refining English speech production for students who have completed LT 917 or studied some phonology in another course. The course also offers further study in transcription, sounds, stress and intonation.
Tues. 7 to 9 p.m. Kensington Campus
20 hours Fee: $30.00
Registration: *January 2 to 5*, 5 to 6:30 p.m.
Dates: January 17 to March 21 • LT **919**

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday evenings, and a two-part practicum during the day.
Lectures cover theoretical and practical topics in Linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprise lesson observation.
The second segment (20 hours, January to April) comprise practice teaching under the guidance of experienced ESL teachers.
Enrolment is limited. To obtain an application form please contact Sophie Pandi at 967-1212, ext. 4268.
Registration deadline: *May 31, 1989*
Start *September 18, 1989*
Fee: $210.00 • LT **912**

French

George Brown offers a comprehensive selection of French courses to suit everyone from beginners learning their first few phrases to fluent speakers who want to perfect their professional vocabularies.
The core of George Brown's French offerings is made up of second-language conversation courses. In these courses, students learn to speak and understand French in a relaxed and lively atmosphere. The Centre uses up-to-date teaching methods that emphasize authenticity, students' participation, pronunciation, listening skills and role playing.
For more advanced students or Toronto francophones, the Centre offers a variety of French courses ranging from business French and microcomputer programming to cooking and drawing.
Some courses can be combined by intermediate and advanced students to earn a Certificate of Proficiency in French which is particularly useful to people who use French at work.

Certificate of Proficiency in French

Students must complete Speaking French Level 6 as well as four courses in French in order to graduate. Students exempted from all Speaking French courses must complete five courses in French.

Compulsory

Speaking French — LT 804, LT 805, LT 828, LT 930 levels 3,4,5 and 6, or LT 932 levels 2A and 3A. Students placed at levels higher than 3 are granted equivalence status for the lower levels.
Grammaire française — LT 927
Culture et société franco-canadiennes — LT 824

Electives

(two or three courses from this section):
Correction phonétique — LT 929
Le français langue des affaires — LT 928
Communication écrite I — LT 822
Communication écrite II — LT 926
Introduction à la traduction — LT 823
La programmation sur micro-ordinateur I — PRGM 925A
Micro-ordinateur pour gestionnaires — PRGM 801
Note: Students enrolled in the certificate program must attend 80% of the classes and obtain a "B" standing in order to proceed.

Interviews:
New students of French as a second language must have a short placement interview during registration week. Times and places for interviews are indicated after each course listed below. Returning students should register at least two weeks before the start of the courses.

Basic Level Courses
Levels 1A — 1B and 2A — 2B
Students develop conversational skills that enable them to express themselves simply in various daily situations. Attention is also given to the structures of the language and pronunciation. In level 2, students are encouraged to express opinions, relate events and tell simple stories. Rudiments of the past and future tenses are also studied.

Intermediate Level Courses
Levels 3 and 4
Students learn to express themselves more correctly and precisely. A lot of class work is based on the interests and occupations of the students. They are urged to discuss topics of personal interest, happenings in their lives and current events.

Advanced Level Courses
Levels 5 and 6
At this level, students can convey their message in almost every situation as they refine their skills in expressing doubt, insistence, feelings, necessity, etc. Idiomatic usage and the finer points of grammar are dealt with and students are challenged to defend opinions and ideas. They are encouraged to take advantage of francophone activities in Toronto.

Speaking French (all levels)

Tues. and Thurs. 7 to 9 p.m. Kensington Campus (21 Nassau Street – west of Spadina)
42 hours Fee: $63.00
January 17 to March 28
Placement interviews:
Kensington Campus, Room 1210
January 9 to 12, 5 to 6:30 p.m. • **LT 804**

Speaking French (all levels)

Mon. or Wed. 6:15 to 9:15 p.m.
St. James Campus
(200 King Street East – east of Jarvis)
42 hours Fee: $63.00
January 9 or 11 to April 10 or 12 • **LT 805**
Placement interviews:
St. James Campus, Room 429
January 3 to 5, 5 to 6:30 p.m.
Speaking French (Basic and Intermediate Levels)
Mon. and Wed. 4 to 6 p.m. St. James Campus
42 hours Fee: $63.00
January 16 to March 27 • **LT 804**

Speaking French: Saturdays (Basic levels)

Sat. 9:30 a.m. to 12:30 p.m.St. James Campus
42 hours Fee: $63.00
January 14 to April 22
Placement Interviews: St. James Campus, Room 429
January 3 to 5, 5 to 6:30 p.m. • **LT 835**

Speaking French: Saturdays (Intermediate levels)

Sat. 9:30 a.m. to 12:30 p.m.Kensington Campus
42 hours Fee: $63.00
January 14 to April 22
Placement Interviews: Kensington Campus
January 9 to 12, 5 to 6:30 p.m. • **LT 930**

Cours en français

Pour vous inscrire aux cours suivants complétez la formule à la fin de ce répertoire et postez-la ou, allez directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212, poste 4388.

Vivre en français à Toronto

Ce cours permet aux étudiants de pratiquer le français par des sorties culturelles, des entretiens avec des Francophones travaillant à Toronto et par l'exploitation des ressources francophones de Toronto. Les apprenants participent activement à la préparation du programme et des sorties.
mercredi 19h-22h Campus St-James
36 heures Coût: 60.00$
du 25 janvier au 12 avril • **LT 925**

Culture et société franco-canadienne

Dans ce cours on trace l'historique du Canada français et l'évolution actuelle de la société franco-canadienne sur les plans sociologique, politique, économique et culturel. Dans le cadre de discussions animées par un professeur expert en la matière, les apprenants tentent de mettre en lumière certaines constantes et variables de cette société en pleine évolution.
lundi 18h15-21h15 Campus St-James
36 heures Coût: 60.00$
du 23 janvier au 10 avril • **LT 824**

Grammaire française pour non-francophones

Prérequis: Niveau 5 ou équivalent.
Ce cours est destiné aux étudiants de niveau avancé désireux d'améliorer leur grammaire orale et écrite, afin de pouvoir mieux communiquer en français. Tout en présentant les principales règles de grammaire par le biais d'exercices structuraux traditionnels, le cours encourage l'étudiant à constamment réapplíquer ces règles de façon personnelle en rédigeant des lettres, des compositions, etc. et en faisant divers types de présentations orales. Au besoin, on fait également appel à la grammaire comparée du français et de l'anglais et on étudie des textes en français bien écrit. Le cours se donne entièrement en français.
mercredi 18h15-21h15 Campus Kensington
42 heures Coût: 63.00$
du 18 janvier au 19 avril • **LT 927**

Communication écrite I

Dans ce cours, l'étudiant sera amené à parfaire ses connaissances grammaticales et techniques de la langue en vue de la production écrite. La grammaire, les anglicismes, les abréviations, la ponctuation, l'orthographe et autres points de langue sont à l'étude.
mardi 18h15-21h15 Campus St-James
42 heures Coût: 66.00$
du 17 janvier au 18 avril • **LT 822**

Correction phonétique

Prérequis: Niveau 4 du Cours "Speaking French" ou équivalent.
Ce cours est conçu à l'intention des étudiants anglophones qui ont acquis un niveau intermédiaire de communication en français et qui désirent améliorer leur prononciation et expression orale. En classe et en laboratoire, les étudiants se familiarisent avec les caractéristiques phonétiques du français, apprennent à corriger leurs fautes de prononciation, sont entraînés à la compréhension et à la discrimination auditives, préparent des mises en situation et font des exercices permettant de parfaire leurs prononciation, rythme, débit et intonation.
Ce cours est donné en français.
samedi 9h30-12h30 Campus Kensington
42 heures Coût: 63.00$
du 14 janvier au 22 avril • **LT 929**

Le français langue des affaires

Prérequis: Avoir réussi le niveau 5 de "Speaking French."
Ce cours est conçu à l'intention du personnel de bureau et des gens d'affaires qui ont besoin du français dans le cadre de leur travail. En classe, les étudiants apprennent à communiquer au téléphone de façon claire, prendre rendez-vous et faire une réservation, discuter des clauses d'un contrat, lire des rapports et des journaux financiers, présider une réunion, rédiger de la correspondance et divers autres documents. On encourage les étudiants à discuter de leur propre travail et à mettre en pratique immédiatement ce qu'ils ont appris en classe.
lundi 18h15-21h15 Campus St-James
42 heures Coût: 63.00$
du 16 janvier au 17 avril • **LT 928**

Introduction à la traduction

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et leur donne l'occasion de développer une approche pratique dans différents domaines. En traduisant des textes tirés de domaines variés (littérature, sciences, publicité, finance, économie, etc.), les étudiants approfondissent leur connaissance pratique du vocabulaire, de la grammaire et de la stylistique. Il ne forme pas de traducteurs professionnels.
mercredi 18h15-21h15 Campus Kensington
42 heures Coût: 63.00$
du 18 janvier au 19 avril • **LT 823**

Micro-ordinateur I

Introduction à la programmation sur micro-ordinateur – un cours pour ceux et celles qui ont peu ou aucune expérience du langage BASIC sur le P.E.T. Utilisation du logiciel dans l'industrie, dans l'éducation et dans les loisirs; utilisation du clavier, des graphiques; usage du print; genres d'input et d'output dans un programme: branchements (go to), boucles (for...next), dimensions et sous-routines. En classe, dans les deux cours, l'étudiant travaille sur son propre micro-ordinateur.
lundi 19h-22h Campus St-James
30 heures Coût: 45.00$
du 23 janvier au 27 mars • **PRGM 925A**

Dessin et peinture

Ce cours est offert à toute personne désirant apprendre le dessin et la peinture en français. La première moitié du cours, consacrée au dessin, familiarise les étudiants avec le crayon, le fusain et le pastel. L'autre moitié est consacrée à la peinture, à l'application et au mélange des couleurs.
Le cours comprend des visites de galeries d'art qui aident les apprenants à apprécier et à critiquer leur propre expression artistique ainsi que celle des autres.
samedi 10h-13h Campus St-James
36 heures Coût: 60.00$
du 21 janvier au 15 avril • **LT 826**

Certificat en Enseignement du Français Langue Seconde aux Adultes

Le Centre Français offre, à temps partiel, un Certificat en enseignement du français langue seconde aux adultes.
Ce certificat est conçu à l'intention des francophones qui désirent travailler dans ce domaine. Les candidatures de non-francophones ayant un niveau très avancé en français pourront être considérées.
La première partie du Certificat débutera le 13 septembre 1988 pour se terminer le 1er décembre 1988. La deuxième partie commencera le 17 janvier 1989 et se terminera le 28 mars 1989.
Les cours offerts sont:
– Micro-enseignement
– Psychologie de l'apprenant adulte
– Didactique des méthodes d'enseignement en français langue seconde et création de matériel
– Didactique de la grammaire
– Didactique de la linguistique et de la prononciation en classe de français langue seconde
– test et évaluation en enseignement du français langue seconde
– 10 heures de stage (observation)
– 30 heures de stage (enseignement)

Entrevues
Tout candidat devra se soumettre à un examen oral avant d'être accepté au Certificat. Les entrevues auront lieu au Campus Kensington.

Evaluation et Obtention du Certificat
Chaque étudiant devra remettre pour chacun des cours complétés, des travaux évaluant son apprentissage, participer à un minimum de 80% du cours et réussir les examens afin d'accéder au cours suivant. La note de passage pour chacun des cours est de 60%.
Un certificat en enseignement du français langue seconde aux adultes sera décerné aux candidats ayant rempli toutes les exigences énumérées ci-haut.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212, poste 4388.

Didactique de la grammaire

Préalable: Didactique des méthodes d'enseignement du français langue seconde et création de matériel.
Un survol rapide des différentes règles de grammaire fera l'objet d'une partie de ce cours. L'accent portera principalement sur la transmission des règles de grammaire française pouvant freiner l'apprentissage en langue seconde.
mardi et jeudi 19h-22h Campus Kensington
18 heures Coût: 27.00$
du 24 janvier au 9 février • **LT 936**

Didactique de la linguistique et de la prononciation en classe de français langue seconde

Préalable: Didactique de la grammaire.
L'étudiant approfondira les différents champs de la linguistique, il apprendra à relever les difficultés de prononciation que rencontrent les apprenants et à les corriger. Ces corrections pourront être faites aussi bien en salle de classe qu'au laboratoire.
mardi et jeudi 19h-22h Campus Kensington
18 heures Coût: 27.00$
du 14 février au 2 mars • **LT 937**

Test et évaluation en enseignement du français langue seconde

Préalable: Didactique de la linguistique et de la prononciation dans la classe de français langue seconde.
A partir des besoins des apprenants et des objectifs à atteindre en salle de classe, l'étudiant s'attardera sur l'évaluation qui doit être évalué et de quelle façon l'évaluer.
mardi et jeudi 19h-22h Campus Kensington
18 heures Coût 27.00$
du 7 mars au 23 mars • **LT 938**

Stage d'enseignement

Préalable: Stage d'observation.
Dans ce stage, les étudiants devront préparer, structurer et donner un cours de français soit, au niveau débutant, intermédiaire ou avancé. Les trente (30) heures d'enseignement seront supervisées par un professeur qualifié dans l'enseignement du français langue seconde aux adultes. Les superviseurs devront produire un compte-rendu du travail effectué et noter chacun des stagiaires. De même que l'observation, l'enseignement devra se faire au Collège George Brown. Les stagiaires seront filmés à la fin de ce cours. Ils pourront ainsi noter le progrès fait depuis septembre 1988. Le stage d'enseignement devra avoir lieu entre janvier et juin 1989.
30 heures Coût 45.00$ • **LT 940**

Italian

Italian Language and Heritage

Basic – **LT 806A**
Intermediate – **LT 806B**
Advanced – **LT 806C**
Develop both speaking and writing skills while learning about Italian culture.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: *January 2 to 5*
Dates: *January 16 to April 10*

Spanish

Spanish Language and Heritage

Basic – **LT 808A**
Intermediate – **LT 808B**
Advanced – **LT 808C**
Develop both speaking and writing skills while learning about Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: *January 2 to 5*
Dates: *January 16 to April 10*

German

German Language

This course develops students' language skills according to their individual competence in German.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: *January 2 to 5*
Dates: January 16 to April 10 • **LT 817**

Chinese (Mandarin)

Chinese Language (Mandarin)

Develop both speaking and writing ability while learning about Chinese culture.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: *January 2 to 5*
Dates: *January 16 to April 10* • **LT 825**

Arabic

Standard Arabic for Beginners

Gain a basic knowledge of modern standard Arabic as it is used throughout the Arab world. Emphasis is placed on conversational skills and discussing contemporary Arab values. Class activities are relevant to those doing business with the Arab world.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $75.00
Registration: *January 2 to 5*
Dates: *January 16 to April 10* • **LT 918**

Portuguese

Basic Portuguese

This course covers the development of facility in both speaking and writing of the language. Language instruction is given in contexts that reflect the most notable features of Portuguese culture.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: *January 2 to 5*
Dates: *January 16 to April 10* • **LT 840**

Sign Language

Introduction to Sign Language

Introduces students to basic American Sign Language structure and vocabulary through a communicative or direct experience method. The focus is on achieving survival level expressive skills and the development of strong receptive skills. Students must purchase a textbook.
Instructors: Brian Hunter and Darryl Ominika.
Mon. 6 to 8 p.m. or 8 to 10 p.m.
Casa Loma Campus
24 hours Fee: $36.00
January 16 to April 3 • **CES 900**

Sign Language — Level II

Prerequisite: Introduction to Sign Language — CES 900 or equivalent.
Students learn more structures, grammatical features and vocabulary based on material learned in the Level I class. Both receptive and expressive skills are emphasized using a conversational method in class. The same text as Level I is used.
Instructor: Brian Hunter.
Tues. 6 to 8 p.m. Casa Loma Campus
24 hours Fee: $36.00
January 17 to April 4 • **CES 901**

Certificate Programs

George Brown's Business Division offers many certificate programs for part-time students. These programs comprise a number of compulsory subjects as well as one or more electives.
Certificate programs are available in:

- Accelerated Accounting*
- Accounting*
- Bookkeeping Systems
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Paperwork Simplification
- Business Procedures Analyst (Fall & Winter semesters)
- Archival Practices (Fall & Winter semesters)
- Canadian Credit Union Institute Fellows Program (CCUI)
- Business Management Studies (OMDP)
- Supervisory Studies (OMDP)
- Physical Distribution
- Office Administrator
- Medical Secretarial
- Purchasing Management Association of Canada
- The Institute of Law Clerks of Ontario
- The Association of Municipal Clerks and Treasurers of Ontario
- Microcomputer Studies
- Legal Secretarial
- Professional Retailing

For all certificate programs, Grade 12 English is required. Second language students and/or mature students not having Grade 12 will be required to pass an English test. Phone 967-1212, ext. 3289 to arrange for an English evaluation.

*Students enrolled in the Part-time Certificate Program in Accounting and Accelerated Accounting must obtain a "B" standing in each course to proceed.

NOTE: Register for all part-time Business programs or courses at St. James Campus ONLY.

Certificate Program in Accelerated Accounting

12 courses: 8 compulsory, 4 electives

Note: To qualify for exemption from any subject, please call Program Co-ordinator, D. Fleming, at 967-1212, ext. 3351.

Compulsory:

Financial Accounting I – ACC 901
Financial Accounting II – ACC 902
Management Accounting I – ACC 903
Management Information Systems I – MIS 901
Management Information Systems II – MIS 902
Financial Management I – MGMT 901
Organizational Behaviour I – ORGB 901
Economics – EC 901

Electives:

Choose 2 from Group A and 2 from Group B.

Group A

– Choose 2 of:
Financial Accounting III – ACC 904
Management Accounting II – ACC 905
Management Information Systems III – MIS 903
Financial Management II – MGMT 902
Organization Behaviour II – ORGB 902
Auditing I – AUDT 901
Auditing II – AUDT 902
Tax – TAX 901

Group B

(Choose 2, one of which must be a Business Communications course)
Business Communications I – COMM 904
Business Communications II – COMM 905
Business Communications III – COMM 906
Business Communications IV – COMM 907
Business Law – LAW 901
Business Statistics I – MATH 901
Business Statistics II – MATH 902

Certificate Program in Accounting

This program gives students a thorough knowledge of the main aspects of accounting. It is of interest to someone already working in a junior position in the field or anyone interested in a general career in business administration.
Entrance requirement: Secondary School Graduation Diploma or equivalent standing.
Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses:
4 compulsory, 2 electives

Compulsory:

ACC 100X – Accounting I
ACC 101X – Accounting II
ACC 202X – Cost Accounting I
EC 903 – Economics (Fall & Winter only)

Electives:

BUS 900A – Business Management I
BUS 900B – Business Management II
ENG 933 – Bare Essentials
OMDP 902A – Ontario Business Law I
OMDP 902B – Ontario Business Law II (Winter only)
EDP 100X – Introduction to Data Processing

Certificate Program in Bookkeeping Systems

This is a new program designed to meet the needs of students and employers. Emphasis is placed on training bookkeepers who will become skilled in handling bookkeeping systems, both manual and computerized. Successful completion of the program will provide students with skills which will be readily marketable to a large number of firms in industry.

Compulsory:

Bookkeeping I – BOK 552XA
Bookkeeping II – BOK 552XB
Computer Applications for Bookkeepers
Wordperfect Applications for Bookkeepers
ENG 933 – Bare Essentials is a required compulsory subject for student who have not attained a Grade 12 Certificate in English. A "B" standing must be achieved in this subject in order to qualify for the Certificate.

Certificate Program in Business Management

This program is designed to develop the managerial skills of potential managers and those currently working as junior managers. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience. Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses:
4 compulsory, 2 electives

Compulsory:

BUS 900A – Business Management I
BUS 900B – Business Management II
MARK 100X – Marketing
ACC 100X – Accounting I

Electives:

EDP 100X – Introduction to Computer Programming
ACC 101X – Accounting II
ACC 202X – Cost Accounting I
ENG 933 – Bare Essentials
OMDP 902A – Ontario Business Law I
OMDP 902B – Ontario Business Law II (Winter only)
OMDP 907 – Effective Supervision – Human Relations
EC 903 – Economics (Fall and Winter only)

Certificate Program for the Office Administrator

This program is designed to meet the changing needs of today's office in business, the professions and goverment. Entrance requirements:
Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.

Prerequisites: Grade 12 English and Typing 45 wpm. Proof to be supplied upon registration.

Compulsory:

Bookkeeping – BOK 552XA
Word Processing II – WORD 800
Office Procedures – OP 900
Dicta/Transcription/Proofreading – DIC 900

Students are required to take a total of 2 electives.

Electives – Group A

Choose one
Effective Supervision Human Relations – OMDP 907
Records and Information Management – RM 900A
Word Processing – Advanced – WORD 801
Effective Communication in Today's Business World – OMDP 954

Group B

Choose one
Supervisor – Training and Developing Staff – OMDP 955
Supervisor – Managing Resources – OMDP 957
People Management: Tools and Techniques – OMDP 906

Certificate Program in Secretarial Practice

Prepares students for a career in the stenographic/secretarial field and refreshes old skills for those returning to office work. Entrance requirements:
Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses:
5 compulsory, 1 elective

Compulsory:

TYP 905 – Advanced Typing
WORD201X - Word Processing I
OP900 - Office Procedures
DIC900 - Dictation/Transcription/ Proofreading
ENG 933 – Bare Essentials

Electives

SH104X - Forkner Shorthand
WORD800 - Intermediate Wordprocessing
EDP 100X – Introduction to Computer Programming
BOK 552XA – Bookkeeping I
RM 900A – Records and Information Management I
RM 901A – Records and Information Management II

Certificate Program in Medical Secretarial

This program is designed for the student who wishes to obtain specialized skills as required for the medical office. Entrance requirements:
Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.

Prerequisites: Grade 12 English, 45 wpm typing.

7 courses: 6 compulsory, 1 elective

Compulsory

6 courses:
BUS 176X – *Medical Office Practice I
BUS 192X – Medical Office Practice II
BUS 166X – Machine Transcription I
BUS 170X – Machine Transcription II
BUS 171X – Medical Terminology
BUS 175X – Medical Terminology II

Elective

WORD 201X – Word Processing I
*Students who have successfully completed the former Medical Office Practice prior to '87 will be granted exemption for Medical Office Practice "B" if taken at George Brown College.

George Brown College in Cooperation with The Institute of Law Clerks of Ontario

The Ministry of Skills Development in its Training Profile (1986) for the Law Clerk defines "law clerk" as: "...a trained specialist, capable of doing independent legal work, which may include managerial duties, under the direction and guidance of a Barrister and Solicitor, of routine legal and administrative matters and to assist him in the more complex ones."
The program is comprised of four courses offered over two years. In year one, you are exposed to the areas of real estate and estates. In year two you are exposed to litigation and corporate law.
Students have the opportunity of writing a province-wide exam set and marked under the supervision of the Institute of Law Clerks of Ontario. Successful completion of the Institute's four exams is a necessary requirement for associate level membership within the Institute and such completion is a universally accepted standard of achievement within the legal profession, as is membership in the Institute.

4 courses:
Real Estate – LAW 804 - (Fall only)
Litigation – LAW 802 - (Fall only)
Estates – LAW 803 - (Winter only)
Corporate – LAW 801 - (Winter only)

Institute of Law Clerks Examination Dates:
Real Estate – January 10, 1989
Litigation – March 7, 1989
Estates – April 18, 1989
Corporate – June 20, 1989

Certificate in Records Management

This program, offered in cooperation with the Toronto Chapter of the Association of Records Managers and Administrators, will be of interest to all people who are currently involved in the management of business communications, EDP records, files, forms and reports, records systems and procedures, retention, protection and disposal of vital records. Persons aspiring to management positions in these areas should find this program particularly helpful.

6 Courses:
4 compulsory, 2 electives

Compulsory

RM 900A – Records and Information Management I
RM 901A – Records and Information Management II
RM 904 – Machine Readable Records and Archives (under revision)
MICR 900 – Microfilm For Your Business

Electives

Choose one subject each from two of the following groups:

Archives:
BUS800 – Introduction to Archival Practices
BUS 801 – The Administration of Archives
Forms:
RM 902 – Forms Management RMIII
FORM 900 – Procedural Analysis
FORM 901 – Forms Design
Manuals:
RM903 – Manuals Management

Certificate Program in Paperwork Simplification

The Forms and Manuals Management Association (FMMA), offers a certificate program in Paperwork Simplification.
This certificate program benefits organizations by providing their employees with the technical and administrative expertise required to:
– develop, implement and manage a comprehensive Forms Management program;
– plan and conduct simple analysis projects for the purpose of simplifying paperflow;
– design forms that are efficient to use, economical to produce, and that enhance the organization's image.

Certificate Program in Paperwork Simplification:
3 Courses:

FORM 900 –	Procedural Analysis (Fall and Winter only)
FORM 901 –	Forms Design (Fall and Winter only)
RM 902 –	Forms Management (Fall and Winter only)

Certificate Program — Business Procedures Analyst

The Business Procedures Analyst Certificate program is a continuation of the basic Paperwork Simplification Certificate program offered by the Forms and Manuals Management Association (FMMA).
This advanced program, reflecting constantly and rapidly changing activities in the forms management field, will provide participants with:
– forms design expertise in all varieties of business forms;
– a basic understanding of the newest technologies relative to forms;
– the techniques for carrying to a successful conclusion the procedural analysis projects they learned to initiate and conduct in the basic program;
– the background for interfacing with manual or automated systems analysis projects;
– the documentation requirements and techniques of procedural analysis projects.
This program, in combination with the basic program (which is a prerequisite), will give people involved in the management of forms, manuals, records and information flow in general some basic skills needed to carry out their activities more efficiently and cost effectively.

4 Courses:

FORM 903 –	Advanced Procedural Analysis (Fall only)
FORM 902 –	Advanced Forms Design (Winter only)
RM 903 –	Manuals Management (Fall and Winter only)
EDP 100X –	*Introduction to Computer Programming

* Students may be granted recognition for the successful completion of an equivalent course at a recognized Community College or University. Applications for such recognition must be submitted in writing together with a copy of transcript of marks to:
Director of Education
Forms and Manuals Management Association
P.O. Box 5338, Station A
Toronto, Ontario M5W 1N6

NOTE: Students may enrol in courses in any order, provided that the required prerequisites are met. **Students must hold FMMA's Paperwork Simplification Certificate to be eligible to receive the Business Procedures Analyst Certificate.**

Municipal Administration Program for Clerks, Treasurers and Other Municipal Administrative Staff

The fabric of our society is undergoing dramatic change. The youth culture, unemployment, the housing crisis, tax reform, urban sprawl, pollution, and population problems clamour for attention. To deal with these problems, local government needs to develop an ability to manage this change and plan for the future municipality.
The Municipal Administration Program consists of four units, which are required to obtain the certificate.
A non-refundable materials fee covers the cost of texts.

For further information, please contact:
Association of Municipal Clerks and Treasurers of Ontario
100 University Ave.
Ste. 801
Toronto, Ontario
Tel: 593-1400

4 courses:
Introduction to Local Government – MUN 900 - Fall only
Municipal Administrative Structure – MUN 901 - Fall only
Municipal Financial Management– MUN 902
Management in the Municipality – MUN 903

Certificate Program in Archival Practices

This program, sponsored by the Toronto Area Archivists Group, provides basic training in archival practices and administration for non-professional archival technicians. The course is of value to information and management professionals with archival responsibilities. Case studies and workshops are used to present practical examples of the theory taught in class. Local professionals lecture on their fields of expertise and give students valuable future contacts.

Credit courses from this program are of interest to students in the part-time certificate in Records Management.

6 courses:
4 compulsory, 2 electives

Compulsory:

BUS 800 – Introduction to Archival Practices (Fall Only)
RM 900A – Records and Information Management I
BUS 801 – The Administration of Archives (Winter Only)
BUS 833 – The Care of Records (Conservation Techniques) (Fall Only)

Electives

RM 904 – Machine Readable Archives and Records (Fall Only)
RM 901A – Records and Information Management II
RM 902 – Forms Management
RM 903 – Manuals Management (Fall and Winter only)
MICR 900 – Microfilm For Your Business (Fall and Winter only)
FORM 900 – Procedural Analysis (Fall and Winter only)
FORM 901 – Forms Design (Fall and Winter only)

Certificate Program in Marketing

Introduces beginners to the marketing side of business and upgrades the skills of those already employed in the field. Professionals benefit from a more rounded view of marketing and the courses may help them advance in their careers. Lectures from experienced professionals are combined with textbook studies and case analyses.

6 Courses: 4 compulsory, 2 electives

Compulsory

MARK 100X – Marketing
MARK 205X – Marketing Management I (Fall and Winter only)
MARK 904 – Introduction to Advertising
MARK 905 – Introduction to Retail Management (Fall and Winter only)

Electives

MARK 202X – Marketing Research and Information Systems (Spring only)
MARK 903 – Industrial Marketing (Fall and Spring)
LAW 900 – Marketing Law (Fall only)
MARK 906 – Consumer Behaviour (Spring only)
MARK 902 – Retail Advertising Copy Writing (Winter only)
MARK 200X – Product Planning and Pricing Policy (Fall and Winter)

Certificate Program in Physical Distribution

6 Courses: 4 compulsory, 2 electives

Compulsory

PD 100X – Introduction to Business Logistics (Fall and Winter only)
PD 103X – Warehousing Management I (Fall)
PD 203X – Traffic and Transportation Management I (Winter)
PD 105X – Inventory Control I (Winter)
*ENG 933 – Bare Essentials (Fall, Winter, Spring)

Electives

Choose two electives from either category A or B.

Group A

PD 204X – Industrial Purchasing (Fall)
PD 202X – Physical Distribution Systems - Management I (Spring)

Group B

PD 207X – Traffic & Transportation Management II (Spring)
PD 206X – Inventory Control II (Winter)

*ENG 933 – Bare Essentials is a required compulsory subject for students who have not attained a Grade 12 Certificate in English. A "B" standing must be achieved in this subject in order to qualify for the Certificate.

Certificate Program in Microcomputer Studies

Prerequisite for Course: Keyboarding I
(For course descriptions see Computer Section, pages 12 to 15).

7 Courses: 3 compulsory, 4 electives

Compulsory

Computer Literacy – PRGM 993
Introduction to dBase III – PRGM 997
Introduction to Lotus 1-2-3 – BUS 813

Electives – Group A

– choose 1
Wordperfect 4.2 – PGRM 909
Multimate – PRGM 906
Multimate Advantage – Intro.

Group B

– choose 2
MS-DOS and the Personal Computer – PRGM 908
Intermediate dBase III – PRGM 989
Introduction to ACCPAC General Ledger – ACC 800
Advanced Lotus 1-2-3 – BUS 815
Advanced dBase III – PRGM 998
Advanced Multimate Advantage

Group C

– choose 1
Introduction to Networking*
Computer Graphics*
*under development

Certificate Program in Legal Secretarial

6 subjects: 4 compulsory, 2 electives

Compulsory

Legal Office Procedures I – OP 206X
Legal Office Procedures II – OP 216X
Word Processing Part I – WORD 201X
Word Processing Part II – WORD 800
Business Communications – ELS 903

Electives

Choose 2

Real Estate – LAW 804 (Fall)
Litigation – LAW 802 (Fall)
Estates – LAW 803 (Winter)
Corporate – LAW 801 (Winter)

Certificate Program in Professional Retailing

Compulsory

SELL 100X – Professional Selling Skills
BUY 101X – Buying and Inventory Management
MATH 125X – Math of Merchandising
*ENG 933 – Bare Essentials

Electives

(Choose 3 or more)

ADV 200X – Advertising (Spring)
PROD 101X – Product Awareness (Spring)
SEC 112X – Loss Prevention (Spring)
PERS 204X – Personnel Management (Spring)
BUY 201X – Buying and Inventory Management II (Spring)
MARK 106X – Marketing I (Fall 1989)
MER 201X – Visual Merchandising (Winter 1990)

*ENG 933 – Bare Essentials is a required compulsory subject for students who have not attained a Grade 12 Certificate in English. A "B" standing must be achieved in this subject in order to qualify for the Program Certificate.

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Certificate in Accounting

Compulsory

Accounting I

Prerequisite: BOK 552XA or equivalent recommended.
Introduces the basic concepts and methodology of accounting as applied to either a service or merchandising business. Major topics studied include: the accounting equation, preparing balance sheets and income statements, the end-of-period process, cash and receivables, inventory, plant and equipment, and income measurement and valuation problems.
Text: Fundamental Accounting Principles — latest edition plus workbook.
NOTE: Students enrolled in the part-time Certificate Accounting program must obtain a "B" standing in each accounting course in order to proceed.
Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 and purchase of text.
See equivalency for CMA, CGA, CCUI pages 35, 37.
January 24 to March 30 • **ACC 100X**

Accounting II

Prerequisite: ACC 100X or equivalent. Transcript of grades must be produced before registration.
A study of the problems related to sources and uses of investment capital, analysis and interpretive problems pertaining to financial reporting, cost accumulation, cost control and financial planning. Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, . statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.
Text: Fundamental Accounting Principles — latest edition plus workbook.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 and purchase of text.
See equivalency for CMA, CCUI pages 35, 37.
January 23 to March 29 • **ACC 101X**

Cost Accounting I

Prerequisites: ACC 100X, ACC 101X or equivalent. Transcript of grades must be produced before registration.
For those currently employed in bookkeeping who wish to study cost accounting. The course is compulsory for students in the Accounting program. Subjects studied include: basic concepts of cost accounting, materials, labour, overhead, solving simple costing problems, and using cost accounting techniques to solve major financial cases.
Text: Cost Accounting, Concepts and Applications for Management Decisions.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 and purchase of text.
See equivalency for CMA, CGA, CCUI pages 35, 37.
January 23 to March 29 • ACC **202X**

Economics

A broad overview of basic economics. Topics covered include: industrial organizations, forms of economic organization and their strengths and weaknesses, monetary theory, including money, credit and banking, the Canadian banking system, forms of business organization, business financing, supply and demand, business cycles, compensatory counter-cyclical fiscal policy, labour economics, insurance, civics, and the organization of federal, provincial and municipal governments.
Text: Introduction to Economics – A Canadian Analysis.
Mon. and Wed. 6 to 9 p.m. St. James Campus
84 hours Fee: $126.00 and purchase of text.
See equivalency for CMA, CGA, CCUI pages 35, 37.
January 16 to April 19 • **EC 903**
(not offered Spring Semester)

Electives

Business Management I

First of a two-part course for people in junior or middle management positions. Compulsory subject for the part-time Business Management Certificate.
This overview of business in Canada deals with the nature and importance of business history and corporate structures. Other topics include: definition of a manager, importance of the environment, decision making and policy formulation, organizing and staffing, planning and controlling communication, directing, management qualifications, senior management, first line management and middle management.
Text: Business in the Canadian Environment.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $5.00 and purchase of text.
See equivalency for CCUI, TCI, pages 36, 37.
January 17 to April 18 • **BUS 900A**

Business Management II

Second of a two-part course for people in junior or middle management positions. Compulsory subject for the part-time Business Management Certificate.
Each student is assigned a major topic for presentation. Topics studied include: production, marketing, financial and personnel functions, current and future concerns, business and government, international corporations, and business in the future.
Text: Business in the Canadian Environment.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $5.00 and purchase of text.
January 18 to April 19 • **BUS 900B**

Ontario Business Law I

For course description, see page 38.
• **OMDP 902A**

Ontario Business Law II

For course description, see page 38.
• **OMDP 902B**

Introduction to Computer Programming

For course description, see page 12. • **EDP 100X**

Accounting

Cost Accounting II

Prerequisite: ACC 202X.
Learn more complex cost accounting concepts and techniques. Topics include: responsibility accounting, systems control of materials, labour and overhead, budget and budgetary controls, standard cost systems and variances.
Text: Cost Accounting, Concepts and Applications for Management Decisions.
Mon. and Thurs. 6 to 8:30 p.m. St. James Campus
55 hours Fee: $82.50 and purchase of text.
See equivalency for CMA, CGA, CCUI pages 35, 37.
January 23 to April 6 • **ACC 204X**

Financial Accounting I

Prerequisites: ACC 100X and ACC 101X.
A study of the theoretical structure of accounting. After a review of accounting principles and concepts, topics studied include: preparing financial statements; valuation of current assets, liabilities and operational assets.
Text: Intermediate Accounting (4th edition).
Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $117.00 and purchase of text.
See equivalency for CMA, CGA, CCUI pages 35, 37.
January 11 to April 12 • ACC **200X**

Financial Accounting II

Prerequisite: ACC 200X.
A continuation of ACC 200X that covers the following subjects: the formation and capital structure of limited companies; accounting for bonds, long term liabilities and investments; accounting for income tax, pension and lease costs; statement of changes in financial position; analysis of financial statements; and accounting for inflation.
Text: Intermediate Accounting (4th edition).
Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $117.00 and purchase of text.
See equivalency for CMA, CGA, CCUI pages 35, 37.
January 11 to April 12 • ACC **203X**

Certificate Program in Accelerated Accounting

Compulsory

Financial Accounting I

Prerequisite: Grade 12.
Covers the conceptual framework of the accounting cycle; measurement of income and recording economic activity; accounting for assets, liabilities and owners' equity – propietorships, partnerships and corporations; manufacturing accounting; bonds payable; financial statement analysis.
Mon. and Wed. 6 to 9 p.m. St. James Campus
90 hours Fee: $350.00 plus books and supplies.
January 9 to April 19 • **ACC 901**

Financial Accounting II

Prerequisite: Financial Accounting I – ACC 901 or equivalent.
Course covers generally accepted accounting principles; objectives of financial statements; accounting for cash, receivables, temporary investments and inventories; property, plant and equipment, intangible assets.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
90 hours Fee: $350.00 plus books and supplies.
January 10 to April 20 • **ACC 901**

Management Accounting I

Prerequisite: Financial Accounting I – ACC 901 or equivalent.
Covers the purpose and functions of management; management reporting, job order costing; inventory valuation methods; cost allocation and applied overhead; flexible budgets and standards.
Mon. 6 to 9 p.m. St. James Campus
45 hours Fee: $250.00 plus books and supplies.
January 16 to April 24 • **ACC 903**

Electives – Group A

Financial Accounting III

Prerequisites: ACC 901 and ACC 902 or equivalent.
Covers consolidated statements; retained earnings and dividends; accounting for leases, pensions and income taxes; earnings per share and interim reports.
Mon. and Wed. 6 to 9 p.m. St. James Campus
90 hours Fee: $350.00 plus books and supplies.
January 9 to April 19 • **ACC 904**

Management Accounting II

Prerequisites: ACC 903 or equivalent.
Covers variable and absorption costing; relevant costs for decision making; joint and process coasting; capital budgeting and performance measurement; integrative decision cases.
Tues. 6 to 9 p.m. St. James Campus
45 hours Fee: $250.00 plus books and supplies.
January 17 to April 25 • **ACC 905**

Group B

Business Law

Covers torts and insurance; real property; labour laws and tax legislation; consumer protection; contracts and creditor rights.
Wed. 6 to 9 p.m. St. James Campus
45 hours Fee: $250.00 plus books and supplies.
January 18 to April 26 • **LAW 901**

You and the Law

Commercial Law

Prerequisite: Grade 12 English
Covers the fundamentals of Canadian commercial law that are particularly relevant to management accountants. The course is also helpful for accounting students seeking a professional designation (C.G.A. or C.M.A.) who want to earn an exemption in this subject.
Text: The Law and Business Administration in Canada, latest edition.
Wed. 6 to 9 p.m. and Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
60 hours Fee: $90.00 Materials: $5.00 and purchase of text.
January 18 to April 1 • **LAW 200X**

Certificate Program for the Office Administrator

WORD 800 – for course description, see page 35.
DIC 900 – for course description, see page 30.
BOK 552XA – for course description, see page31.
OP 900 – for course description, see page 30.

Certificate in Business Management

Compulsory

Marketing

A study of basic marketing concepts and practices as they relate to the consumer. Topics include: marketing terminology, controllable and non-controllable variables, and identification of the target market by demographic and geographic segmentation. Text: Marketing.
NOTE: It is recommended that you read the first two chapters of the text prior to the course start date.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 and purchase of text.
See equivalency for CCUI pages 37.
January 23 to March 29 • **MARK 100X**

Business Management I

For course description, see page 29. • **BUS 900A**

Business Management II

For course description, see page 29. • **BUS 900B**

Accounting I

For course description, see page 28. • ACC **100X**

Electives

Introduction to Computer Programming

For course description, see page 12. • **EDP 100X**

Accounting II

For course description, see page 28. • ACC **101X**

Cost Accounting I

For course description, see page 28. • ACC **202X**

Ontario Business Law I

For course description, see page 38.
• **OMDP 902A**

Economics

For course description, see page 28. • EC **903**

Effective Supervision — Human Relations

For course description, see page 38. • **OMDP 907**

Certificate in Secretarial Practice

Compulsory

Typewriting III (Advanced)

Prerequisite: 35 w.p.m. or TYP 903. (Proof to be supplied upon registration).
Further develop typewriting skills and concentrate on more advanced typewriting setups. The goal of the course is to achieve 50 w.p.m. on five-minute tests.
Text: Typing Power Drills and Pine Tree Resorts — An Office Simulation
Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $10.00 and purchase of texts.
January 24 to March 30 • **TYP 905**

Word Processing I

Prerequisites: Grade 12 English and 45 w.p.m. typing (proof to be supplied upon registration). For the experienced office worker who wants to learn to operate word processing equipment. Intensive hands-on training is provided on the Wang system.
Text: Word Processing I (To be purchased prior to first class.)
Mon. and Wed. 6 to 9 p.m.
or Sat. 9 a.m. to 4 p.m. St. James Campus
30 hours Fee: $150.00 and purchase of text.
January 16 or 21 to February 15 or 18
February 27 or March 4 to March 29 or April 8
• **WORD 201X**

Office Procedures

Prerequisite: Grade 12 English and typing 45 wpm. (Proof to be supplied upon registration.) Today's office, business or professional, is in a state of change. In this course, attention is given to what the office worker does and the way in which office activities are accomplished. Basic topics such as human relation skills, filing, telephone data communications, dictation and the automated office are discussed.
Text: Secretarial Procedures for the Electronic Office.
Sat. 9 a.m. to 4 p.m. St. James Campus
60 hours Fee: $90.00 Material Fee: $15.00
January 14 to March 18 • **OP 900**

Dictation/Transcription/ Proofreading

Prerequisite: Grade 12 English and typing 45 wpm. (Proof to be supplied upon registration.) This course provides the student with the skills to dictate, transcribe and proofread effectively. Topics include: operation of a dictation/ transcription machine; preparation of text for dictation; transcription of a variety of letter styles, memorandums and reports; and dictation without a prepared text.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 Material Fee: $15.00
January 16 to March 22 • **DIC 900**

Electives

Forkner Shorthand

For course description, see page 35. • **SH 104X**

Intermediate Wordprocessing

For course description, see page 35. • **WORD 800**

Records and Information Management RM I

At the end of the course the student will be able to demonstrate a general knowledge of the different areas covered by records management. understand basic records management concepts and the need for organization wide records and information management programs.
This knowledge will be demonstrated through the preparation of a term paper, using a management report format, on a specific organization's need for a comprehensive records management program.
Text: Information and Records Management 3rd Ed.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $15.00 and purchase of text.
January 25 to April 26 • **RM 900A**

Records and Information Management II

Prerequisite: RM 900A — Records and Information Management II.
This course is a continuation of Records and Information Management I. This course emphasizes the professional and managerial skills required to establish or administer a records management program. Also, this course provides a basic understanding of electronic information management systems and discusses their potential to meet an organization's total informational needs.Text: Information and Records Management 3rd Ed.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $15.00 and purchase of text.
January 25 to April 26 • **RM 901A**

Introduction to Computer Programming

For course description, see page 12. • **EDP 100X**

Certificate Program in Bookkeeping

Bookkeeping I

Develops a working knowledge of basic bookkeeping concepts and procedures. Students can use this course to gain employment in the field or as the basis for a more advanced study of accounting. Topics include: analyzing business transactions affecting assets, liability and owner equity accounts as well as revenue and expense accounts, recording business transactions in a variety of journals; posting, preparing trial balances, worksheets, adjustments and closing entries, and financial statements. In addition, payroll preparation and bank reconciliations are covered.
Text: Fundamental Accounting Principles.

Larson, Pyle, et al, 5th Canadian Edition, plus workbook.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 and purchase of texts.
January 10 to April 11 • **BOK 552XA**

Bookkeeping II

Prerequisite: Bookkeeping I – BOK 552XA or equivalent. Practical bookkeeping equivalent can be verified by means of a qualifying test.
This course provides advanced study of bookkeeping systems to provide students with a greater understanding of current bookkeeping procedures used in accounting for: credit sales and accounts receivable; inventories; operational assets; current and long-term liabilities; owner equity accounts for partnerships and corporations; manufacturing concerns; and departmental operations. Financial statement analytical techniques will also be introduced.
Text: Fundamental Accounting Principles.
Larson, Pyle, et al, 5th Canadian Edition, plus workbook.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 and purchase of texts.
January 12 to April 13 • **BOK 552XB**

Computer Applications for Bookkeepers

Prerequisite: BOK 552A and BOK 901 or equivalent.
Students will be able to: create, save, and print worksheets; use Lotus 1-2-3 features to help analyze typical bookkeeping applications; use look-up tables for indexing; graphically represent solutions to business problems; use the data management functions; use the ACCPAC General ledger and Financial Reporting system to create and maintain a general ledger; enter daily transactions; and produce reports including transaction journals and trial balances.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00
January 23 to April 27 • **BOK 902**

Wordperfect for Bookkeepers

Prerequisite: Grade 12 English or equivalent and keyboarding for 25 w.p.m.
Students will be able to: use Wordperfect features to create and save formatted, multipage documents; edit texts according to current business specifications; print documents; move and copy text; set up formatted accounting data and use merge functions to link documents together.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 and purchase of texts.
January 25 to March 29 • **BOK 901**

Certificate for Institute of Law Clerks

Estates

Prerequisite: recommended Grade 12.
This first-year course includes will drafting, administration of both testate and intestate estates, income tax matters, including special considerations in preparation of the Terminal T1 Return and subsequent Trust Return, Passing of Accounts and related legislation.
Required text: Ontario Estates Practice, 1986, M.L. Dickson and J.R. Wilson (C.C.H.)
Tues. or Thurs. 6:30 to 9 p.m. St. James Campus
32-1/2 hours Fee: $95.00
Examination Fee: $30.00
January 10 or 12 to April 4 or 6 • **LAW 803**

Corporate

Prerequisite: recommended Grade 12.
This second-year course includes Provincial and Federal Corporations, statutes, incorporation and reasons for, definitions, share capital, organization and re-organization, meetings, sale of assets, amalgamations, dissolutions and financing statements.
Required text: Canada Business Corporations Act and Business Corporations Act, 1982.
Tues. or Thurs. 6:30 to 9 p.m. St. James Campus
35 hours Fee: $95.00
Examination Fee: $30.00
March 7 or 9 to June 6 or 8 • **LAW 801**

Certificate in Records Management

Compulsory

Records and Information Management I

For course description, see page 30. • **RM 900A**

Records and Information Management II

For course description, see page 30. • **RM 901A**

Microfilm for Your Business

An introduction to producing, duplicating and using various microforms, roll, jacket, microfiche and aperture cards. Learn to prepare a cost/benefit study, and how to select the right equipment for the job. Other topics include: computer output microfilm (com), roll microfilm, unit microform, engineering drawings, micropublishing, film processing, quality control, and the types of equipment available.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
January 24 to April 25 • **MICR 900**

Electives

Procedural Analysis

For course description, see page 31. • **FORM 900**

Forms Design

For course description, see page 31. • **FORM 901**

Forms Management RM III

How to set-up and run a comprehensive forms management program. Suitable for career improvement in the field or for those who want a greater understanding of forms management as one element of a total records management program.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $10.00.
January 26 to April 27 • **RM 902**

Certificate in Paperwork Simplification

Procedural Analysis

This course provides the student with the knowledge to plan and conduct a study of paperflow systems through lectures and practical exercises. This course satisfies the needs of those required to apply the concept of analysis to forms, procedures, methods or manual systems. The course benefits students seeking careers in the forms management, records management or systems professions.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $10.00
January 10 to April 11 • **FORM 900**

Forms Design

This course introduces the student to the principles and contemporary design standards necessary for effective business forms. Lectures and exercises provide the student with a practical background in all aspects of business forms, from development through production. Topics include: principles of design, forms processing, design standards, typography, visual aids, copy marking and specification writing, paper standards and manufacturing, and technological changes.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $10.00
January 25 to April 26 • **FORM 901**

Forms Management RM III

For course description, see page 31. • **RM 902**

Certificate Program in Business Procedures Analyst

Advanced Forms Design

Prerequisite: FORM 901 — Forms Design.
Learn to design more complex unit sets, continuous forms and specialty forms. Other topics include: specifications writing for complex forms, high speed printer evaluation, MICR and OCR encoding, and new design technologies. Lectures are supplemented by practical class exercises and homework assignments.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $108.00
January 19 to April 20 • **FORM 902**

Introduction to Computer Programming

For course description, see page 12. • **EDP 100X**

Certificate in Archival Practices

Compulsory

Records and Information Management I

For course description, see page 30. • **RM 900A**

The Administration of Archives

Prerequisite: BUS 800 — Introduction to Archival Practices or currently employed as an archivist.
A guide to establishing, managing and marketing archival programs to professional standards. Examine the special problems facing the archivist, including: legal issues, changing media, automated access, monetary value, and disaster contingency planning.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $89.00
Janaury 24 to April 25 • **BUS 801**

Electives

Records and Information Management II

For course description, see page 30. • **RM 901A**

Forms Management RM III

For course description, see page 31. • **RM 902**

Procedural Analysis

For course description, see page 31. • **FORM 900**

Forms Design

For course description, see page 31. • **FORM 901**

Microfilm for Your Business

For course description, see page 31. • **MICR 900**

Certificate in Marketing

Compulsory

Marketing

For course description, see page 30.
• **MARK 100X**

Introduction to Advertising

Discover how to use the components of advertising (headline, layout, illustration and copy) for maximum results. Learn to select the right advertising message, identify your target audience, and what medium (television, radio or print) to use.
Text: Canadian Advertising in Action.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 and purchase of text.
See equivalency for CCUI, page 37.
January 18 to April 19 • **MARK 904**

Introduction to Retail Management

For retail professionals wanting to upgrade their skills or aspiring retail managers, this introductory course helps identify and solve common problems in the industry. Students are encouraged to use their own business as a case study. Topics include: planning, budgeting, inventory control, merchandising, cost control, security, personnel, advertising and promotion.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $89.00 Materials: $10.00
Janaury 19 to April 20 • **MARK 905**

Marketing Management I

Prerequisites: MARK 100X and MARK 202X.
Expands on information from previous courses, comparing various marketing strategies and how they relate to product and price. A text, case studies, computer simulation and student project are used to introduce material.
Text: Canadian Marketing Cases and Concepts (latest edition).
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 and purchase of text.
January 18 to April 19 • **MARK 205X**

Electives

Product Planning and Pricing Policy

Prerequisite MARK 100X and MARK 202X.
This course is designed to provide the student with an in-depth study of product pricing policies and strategies. Topics include: identification of pertinent factors regarding the product; how to communicate plans of action in oral and written form; and the development of a comprehensive marketing plan for the introduction of a new product.
Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00
January 24 to March 30 • **MARK 200X**

Retail Advertising Copy Writing

Prerequisite: Retail advertising copywriting or practical experience.
Participants create a complete advertising campaign using all media covered in the course. This advanced workshop improves students' job prospects. Topics include: writing copy for regular price, sale, image and institutional advertisements, writing for television and radio, direct mail, billboards and posters.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $113.00
January 19 to March 23 • **MARK 902**

Municipal Administration Program for Clerks, Treasurers and Municipal Administrative Staff

Municipal Financial Management

Prerequisite: designed for Clerks, Treasurers and other municipal administrative staff.
This course gives particular emphasis to the development of an effective system of financial management and control within a municipality. It begins by examining the nature and potential of municipal revenue sources. Money management, both short-term and long-term, is examined.
Topics include: The Nature of Municipal Financial Management; Municipal Revenues; Financial Planning and Priority Setting; Methods of Financial Management; Developing a Financial Management System; Applications of Financial Management.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $80.00 Material Fee: $35.00
January 11 to March 15 • **MUN 902**

Purchasing Management Association of Canada (P.M.A.C.)

P.M.A.C.'s Professional Development Program is designed to help students improve their skills in purchasing. The three "Principles" courses are just the first step in obtaining credits towards your Professional Purchaser designation from the Association. For further information on the Professional Development Program, contact the National Office of P.M.A.C. at 2 Carlton Street, Suite 815, Toronto, Ontario M5B 1J3, (416) 977-7111.

Principles of Transportation

For purchasing professionals who want to increase their understanding of available modes of transportaion. Learn the rates and services to these different delivery systems and develop skills inselecting the appropriate system for needs.
Tues. 6 to 9 p.m. St. James Campus
45 hours Fee: $197.00
January 24 to March 2 • **BUS 907**

Certificate in Physical Distribution

Compulsory

Introduction to Business Logistics

An introduction to all components of a full physical distribution system and its importance to a modern business. Topics include: handling materials, purchasing, warehousing, transportation and inventory control.
Text: The Management of Business Logistics, latest edition.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
Materials: $5.00 and purchase of text.
January 11 to April 12 • **PD 100X**

Traffic and Transportation Management I

Provides an overview of the transportation role in Canada and its impact on the domestic and international scenes. Specific areas covered are selection of modes, types of service, product characteristics, documentation, insurance, shipping rates, federal and provincial government regulations, management operations, information systems and economic impact on markets.
Text: Canadian Traffic and Transportation, Vol. I.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
Materials: $5.00 and purchase of text.
January 11 to April 12 • **PD 203X**

Inventory Control I

Designed to deal with inventory goals and current control techniques such as usage forecasting, (cost control), balanced inventories, proper lot-size choices, classification, records, physical control and inventory budgeting.
Tues. 6.30 to 9.30 p.m. St. James Campus
42 hours Fee: $63.00
Materials: $10.00 plus purchase of text.
January 10 to April 11 • **PD 105X**

Electives

Inventory Control II

An advanced course which emphasizes modern production and inventory control systems in areas such as sales and forecasting information, product and processing information, costing, capacity planning and scheduling, purchasing, inventory management and control, material requirements planning, economic lot-sizes and inventory models. Text: Operations Management Productivity and Profit.
Tues. 6.30 to 9.30 p.m. St. James Campus
50 hours Fee: $75.00
Materials: $5.00 plus purchase of text.
January 10 to April 11 • **PD 206X**

Workshops

Operating an At-home Business

This seminar deals with the basics of running a home-based business; the legalities of starting and operating any kind of home business; zoning regulations related to home business; service and retail businesses; how to manage family interruptions; a "place and time" for business; when to consider "moving out."
Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $55.00
February 18 • **BUS 838**

Importing Seminar

A one-time opportunity to get all the answers regarding importing. Some topics covered are: starting an importing business; marketing for imports in Canada; sourcing an import; rules and regulations; purchasing and financing; pricing and mark-ups; distribution levels.
Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $81.00
February 18 • **BUS 919**

How to Successfully Import From the Far East

In this seminar you'll learn how to successfully import quality products from the Far East. It covers sourcing goods, cultural considerations and negotiations. Lawrence Kokotow is a Far East trade specialist with over a decade of hands-on experience in the Orient.
Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $57.00
February 1 • **BUS 834**

How To Start a Small Business

This seminar is intended to help people interested in starting their own business. You are provided with a general orientation that points out the main considerations for success.
Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $85.00
February 18 • **BUS 812**

Discover Bed & Breakfast

This one-day workshop is designed for actual or potential "B&B" hosts. The general objective of this guest-home management workshop is to provide a comprehensive body of knowledge on the requirements, practices and recommenede procedures for converting your home into a fascinating and profitable small business endeavour. The workshop has been designed and developed by successful Bed and Breakfast operators in southern Ontario, and it is their expertise and invaluable practical experience as small innkeepers that make this course a must.
Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $99.00
February 18 • **BUS 831**

Insurance Courses leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $40 per A.I.I.C. subject is collected by the Institute. The examination fee for General Insurance Essentials is currently $30.

Register for exams during the first class.

REGISTRATION DEADLINES:
Courses: *January 4, 1989*
Examinations: *January 31, 1989*
Institute Exams: *April 10 – 14, 1989*

Principles and Practice of Insurance

An overview of the insurance business. Topics covered include: the organization and operation of insurance, basic legal documents and applications of the law, binders and policies, how to read a policy from application to expiry, reinsurance, federal and provincial controls, production of business, adjusters, underwriters' associations or boards, and a history of insurance.
Note: This course is a prerequisite for any other A.I.I.C. subject.
Mon. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $85.00 plus purchase of text
January 9 to March 27
February 11 to March 18 • **INS 911**

Insurance on Property I

Recommended prerequisite: INS 911 — Principles and Practice of Insurance.
Topics covered include: basic fire insurance, extended coverage endorsement, fire insurance provisions in the Insurance Act, fire statutory conditions, concepts relating to property insurance, co-insurance and mortgage clauses, fire insurance coverage for dwellings, dwelling extended coverage endorsement, introduction to and general features of inland marine and multi-peril insurance and forms, underwriting these forms, householder's named perils, personal effects floater, fine arts policy, miscellaneous coverages, composite dwelling policy, homeowner's policy, tenant's package policy, cooperatives and condominiums.
Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
January 11 to March 29 • **INS 912**

Insurance Against Liability

Recommended prerequisite: INS 911 — Principles and Practice of Insurance.
A discussion of the law of negligence both in common law and as it applies to Quebec. Further topics include: the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, and defences.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
January 12 to March 30 • **INS 913**

Automobile Insurance

Recommended prerequisite: INS 911 — Principles and Practice of Insurance.
Begins with an introduction to the field and a look at applications in general. Further topics include: applications for owner's form (S.P.F.1); owner's form section A — third party liability; owner's form section B — accident benefits coverage; owner's form section C — own damage, general provisions, definitions, exclusions, automobile insurance law and statutory conditions, endorsements which may be used with owner's form, non-owned liability insurance, garage coverages, variations in automobile insurance between provinces, financial responsibility laws, highway victims indemnity funds, absolute liability, filing proof of financial responsibility, facility, compensation without fault, rating and claims.
Tues. 5:30 to 8:30 p.m. or
Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
January 10 to March 28
February 11 to March 18 • **INS 914**
Note: Students taking the Saturday, February11 class must register for their Institute exams before January 31, 1989 or pay a late registration fee.

Insurance Accounts and Finance

This is the mandatory last course in the A.I.I.C. program. Topics covered include: government control of insurance companies, general principles of bookkeeping and insurance accounts, systems and methods, interrelationship of accounting and statistical departments, books and records of original entry and subsidiary

ledgers, general ledger, profit and loss account and the balance sheet, premium and loss reserves, collection and credit, agents' accounts, reinsurance accounts, statistics, taxation of general insurance companies, and investments.
Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
January 11 to March 29 • **INS 916**

Claims I

Recommended pecommended prerequisite: INS 911, INS 912, INS 913, INS 914.
An introduction to insurance claims, covering the following subjects: the independent adjuster, the insurer's claims department, the contract, the policy, investigation and settlement, the adjuster's role, first party claims for automobile, property and commercial property, third party claims, documentation, property claims, and aids to implementing adjustment.
Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
January 9 to March 27 • **INS 917**

Insurance on the Person

Recommended prerequisite: INS 911 — Principles and Practice of Insurance.
Topics include: history, types of policies, premiums, multi-party policies; computation of premiums — mortality, interest and expenses; office reserves — policy values and annual statements; savings and protection — use of policies and the effect of taxation; the Insurance Act, underwriting life insurance, business life insurance, pension plans, group insurance, equity investments, agency systems, accidents and sickness.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
January 12 to March 30 • **INS 934**
(Winter only)

Building Construction/ Fire Protection and Basic Hazards

Recommended prerequisite: INS 911 — Principles and Practices of Insurance.
A comprehensive study of fire hazards, particularly in building construction. Learn the specific fire hazards of heating, lighting and housekeeping and how they relate to ignition, combustion, volatility and flammability. Fire resistance is examined through a study of building materials and different structures.
Wed. 5:30 to 9:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
January 11 to March 29 • **INS 936**
(Winter only)

Casualty Covers

Recommended prerequisite: INS 911 — Principles and Practice of Insurance.
Topics include: glass insurance, surety bonds, boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; aviation insurance — aircraft liability insurance, underwriting, rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and worker's compensation, aviation accident insurance, air cargo liability insurance, miscellaneous coverages — water damage, weather, crop, hail, livestock mortality, and commercial credit insurance.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
January 12 to March 30 • **INS 943**

General Insurance Essentials — Part II

Recommended prerequisite: INS 981 — General Insurance Essentials — Part I.
Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911.
Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
January 10 to March 28 • **INS 982**

Basic Broker Registration (General Lines Insurance)

Intended for those preparing for broker registration in RIBO (acting under supervision). Successful completion of this course and the qualifying examination can open up a stable and rewarding career opportunity to qualified persons who will carry on business in accordance with principles of integrity and honesty, engaged solely in the business of general lines insurance broker. This level of examination does not entitle the candidates to open their own broker firm. A good working knowledge of the English language is required.
Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel.
Course Content: Emphasis on the skills required of new brokers by RIBO; Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines. Equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance.
Note: No refund on materials after the course start date.
Mon. and Wed. 6 to 9 p.m. St. James Campus
72 hours Fee: $150.00 plus purchase of course materials
RIBO Examination Fee: $100.00 — submit during first class.
January 9 to March 29 • **INS 944**

Typing

Basic Keyboarding I

Designed for those with minimal or no knowledge of typing. After the keyboard is covered thoroughly, students do drills to increase their speed and accuracy with the goal of achieving a speed of 20 to 25 words per minute.
Note: This course is taught on a typewriter.
Text: Typing Power Drills.
Mon. and Wed. or
Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $90.00
Materials: $5.00 and purchase of text.
January 23 or 24 to March 29 or 30 • **KB 100X**

Typewriting I (Beginning)

Prerequisite: Basic knowledge of English.
Emphasizes mastery of the touch system and basic typewriting set-ups with a goal of 25 w.p.m. on five-minute tests. Topics include: elements of the touch system — posture, good stroking, rhythm, and correct fingering, parts of the typewriter, and the rules of syllabication, capitalization, tabulation and letters.
Text: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills
Mon. and Wed. or
Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $5.00 and purchase of text.
January 23 or 24 to March 29 or 30 • **TYP 901**

Typewriting II (Intermediate)

Prerequisite: 25 w.p.m. typing or TYP 901. (Proof to be supplied upon registration.)
Develop speed with a goal of 35 w.p.m. or better while learning basic production skills, such as centering and tabulation.
Text: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills.
Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $5.00 and purchase of text.
January 23 to March 29 • **TYP 903**

Typewriting III (Advanced)

Prerequisite: 35 w.p.m. or TYP 903. (Proof to be supplied upon registration.)
Further develop typewriting skills and concentrate on more advanced typewriting setups. The goal of the course is to achieve 50 w.p.m. on five-minute timed writings.
Text: Typing Power Drills and Pine Tree Resorts — An Office Simulation.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $10.00 and purchase of text.
January 24 to March 30 • **TYP 905**

Word Processing

Word Processing Concepts

An introduction to the use of word processing and the different types of systems and equipment available. This course does not include hands-on experience.
Text: Word Processing and Information Systems.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 and purchase of text.
January 26 to March 30 • **WORD 113X**

Word Processing I

Prerequisites: Grade 12 English and 45 w.p.m. typing (test required).
For the experienced office worker who wants to learn to operate word processing equipment. Intensive hands-on training is provided on the Wang system.
Text: word Processing I – to be purchased prior to first class.
Mon. and Wed. 6 to 9 p.m. or
Sat. 9 a.m. to 4 p.m. St. James Campus
30 hours Fee: $150.00 and purchase of text.
January 16 or 21 to February 15 or 18
February 20 or March 4 to March 22 or April 8 •
WORD 101X

Intermediate Word Processing

Prerequisite: WORD 201X — Word Processing I or proof from employer of practical experience required when registering.
Continue training on the Wang system and learn to create, manipulate and print documents. Topics include: introduction to the glossary, merge, dual column and repagination.
Text: Word Processing II – To be purchased prior to first class.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $150.00 and purchase of text.
January 17 to February 16
March 1 to March 31 • **WORD 800**

Advanced Word Processing

Prerequisite: WORD 800 — Intermediate Word Processing.
Further training on the Wang system, this course teaches students advanced glossary writing and basic spreadsheet set-up using mathematics support package. Other topics include advanced formatting and column edit.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $150.00 and purchase of text.
January 24 to February 23 • **WORD 801**

Shorthand

Forkner Shorthand

Prerequisite: Grade 12 English.
Learn a variety of speed forcing techniques with the emphasis on English and transcription skills.
Text: Forkner Shorthand for Colleges and Forkner Skill Builder
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
70 hours Fee: $105.00 plus purchase of texts.
January 17 to April 20 • **SH 104X**

Certificate Program for Medical Secretarial

7 courses: 6 compulsory, 1 elective.

Compulsory

Medical Office Practice I

Prerequisites: Grade 12 English and 45 w.p.m. typing. Proof required when registering.
Become familiar with the daily routine of working in a doctor's office through extensive simulations of an actual office environment.
Text: Office Practice for Canadian Medical Secretaries and Tabers Medical Dictionary.
Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $5.00 and purchase of text.
January 23 to March 29 • **BUS 176X**

Medical Terminology — Part I

Prerequisite: Grade 12 English and typing speed of 45 wpm.
Upon successful completion of this course, the student is able to recognize (written and verbal) and explain the meaning of medical terminology as it occurs in the medical environment. Literacy

Federal Business Development Bank Seminars

George Brown College in co-operation with the Federal Business Development Bank presents a Seminar Series at St. James Campus

Bookkeeping

Take the mystery out of bookkeeping and debits and credits. Learn about the entire bookkeeping cycle from recording original entries to preparing financial statements.
Saturday, February 11, 1989
– 9 a.m. to 4:30 p.m.
Fee: $85.00 includes materials • **FBDB 703**

Business Ownership for Women

This seminar/workshop will provide women with an overview of all the aspects of opening their own business and preparing a business plan. Included in topics covered are market analysis, financing, legal considerations, and incorporation.
Saturday, February 18, 1989
– 9 a.m. to 4:30 p.m.
Fee: $85.00 includes materials • **FBDB 702**

Time Management

Learn how to avoid time wasters and increase productivity, by setting goals and priorities. Get more done by working smarter not harder.
Saturday, February 18, 1989
– 9 a.m. to 12 noon.
Fee: $50.00 includes materials • **FBDB 701**

OF SPECIAL INTEREST TO McDONALD'S RESTAURANTS EMPLOYEES

McDonald's Restaurants and George Brown College have developed a unique opportunity for McDonald's employees to acquire credits for courses presented by the College and McDonald's training department.

Credits will be applicable to:
- Ontario Management Development Program (OMDP) — Business Management Studies
- Ontario Management Development Program (OMDP) — Supervisory Studies
- George Brown College Business Management Certificate Program

For further information, McDonald's employees should contact McDonald's training department, or George Brown's Business Part-time Studies department at 967-1212, ext. 3292.

C.G.A./S.M.A. Exemptions

The courses listed below have been granted exemptions by C.G.A. and S.M.A. as noted. An average grade of **B** is required to obtain exemptions. This Exemption Policy will apply as long as course content is acceptable to the associations.*

Our Course #	Accounting	Accelerated Program 80 #	C.G.A. S.M.A.#
ACC 100X & 101X	ACC 901	Financial Accounting	Intro. Accounting
EC 903	EC 901	Economics 1 & 2	Economics
ACC 200X	ACC 902	Financial Accounting	Inter. Accounting I
ACC 203X	ACC 904	Financial Accounting	Inter. Accounting II
LAW 200X	LAW 901	—	Commercial Law
ACC 202X, 204X & 300	ACC 903 & 905	Management Accounting I	—

*For complete exemption details, contact the associations directly.

George Brown College at Castle Frank High School

George Brown College, in co-operation with Castle Frank High School, located at 711 Bloor St. E., offers the following courses.
Register in person at Castle Frank School, Tuesday, January 3, 1989, 6 - 9 p.m. and Wednesday, January 4, 1989, 6 - 8 p.m.
For more information call Castle Frank High School at 393-1580.

Effective Supervision – Human Relations
Mon. or Wed. 6:30 to 9:30 p.m.
January 9 to March 13 or
January 11 to March 15
Thurs. 4 to 7 p.m.
January 5 to March 16 • **OMDP 907**
*for course description see page 38.

How to Start a Small Business
Mon. or Wed. 6:30 to 9:30 p.m.
January 9 to March 13 or
January 11 to March 15
Tues. 4 to 7 p.m.
January 10 to March 14
Wed. 4 to 6:30 p.m. (11 weeks)
January 11 to March 22 • **OMDP 914**
*for course description see page 38.

Microcomputers in Business
Mon. and Wed. 6:30 to 9:30 p.m.
January 9 to February 22 • **EDP 800**
*for course description see page 13.

Ontario Business Law I
Wed. 6:30 to 9:30 p.m.
January 11 to March 15 • **OMDP 902A**
*for course description see page 38.

Bookkeeping – An Introduction to Accounting
Thurs. 6:30 to 9:30 p.m.
January 5 to March 16 • **OMDP 953**
*for course description see page 38.

How to Operate a Successful Retail Store
Thurs. 6:30 to 9:30 p.m.
January 5 to March 16 • **OMDP 948**
*for course description see page 38.

Management by Objectives and Results
Tues. 6:30 to 9:30 p.m.
January 10 to March 14 • **OMDP 930**
*for course description see page 38.

Keyboarding – Speed Development for Word Processing
Tues. & Wed. 6:30 to 9:30 p.m.
January 10 to February 8
February 14 to March 16

How to Develop Your Business
Tues. & Wed. 6:30 to 9:30 p.m.
January 10 to March 16 • **OMDP 903**

People Management – Tools & Techniques
Tues. & Wed. 6:30 to 9:30 p.m.
January 10 to March 16 • **OMDP 906**

Trust Companies Institute

The Trust Companies Institute (TCI) is the educational arm of the Trust Companies Association of Canada, Inc. and provides business, technical and management programs to the Canadian Trust industry. The TCI requires that persons completing their Member (M.T.I.) accreditation programs meet a general education requirement.This requirement is met through holding of a university degree, community college business diploma or completion of 4 business subjects at a college or university (ie. Law, Accounting, Economics and Communications or Organizational Behaviour).

Individuals interested in Institute programs should contact the Institute for further details:

TRUST COMPANIES INSTITUTE
L'INSTITUT DES COMPAGNIES DE FIDUCIE

335 Bay Street, 7th Floor, Toronto, Ontario M5H 2R3
Telephone: (416) 364-1210

is accomplished through a thorough knowledge of the formation of medical terms including suffixes, prefixes and combining forms as well as abbreviations and surgical and diagnostic terms relating to the body systems studied.
Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 plus purchase of text
January 24 to March 30 • **BUS 171X**

Machine Transcription — Part I (Medical)
Prerequisite: Grade 12 English and typing speed of 45 wpm.
This course is an introduction to machine transcription with an emphasis on applications in the medical environment. Upon successful completion of this course the student is able to exhibit proficiency in the operation of various transcription units. The development of listening skills and the ability to understand and follow dictated material as well as proofreading and editing skills is emphasized. The student also becomes familiar with common office correspondence and various medical documents.
Text: Medical Typing and Transcription and Tabers Medical Dictionary.
Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 plus purchase of text
January 24 to March 30 • **BUS 166X**

Certificate Program in Legal Secretarial

Legal Office Procedures — Part I
Prerequisites: Grade 12 English and 45 w.p.m. typing. Proof required when registering. To arrange for a typing test, please call 967-1212, ext. 3331 or 3332.
Learn the varied duties involved in running a legal office and further develop typing skills. Emphasis is placed on the understanding and accurate preparation of the correspondence and up-to-date documents involved in the various facets of law.
Text: Legal Office Procedures
Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $10.00 and purchase of text.
January 16 to March 22 • **OP 206X**

Real Estate Secretary — Legal
Prerequisite: Experience as a secretary.
Become a more efficient assistant to a solicitor by learning to handle simple real estate transactions on your own, including purchase, sale and institutional mortgages. As you become more familiar with the procedures, you learn to recognize the next step in the process without prompting. Start and maintain a precedent binder and a checklist of transaction procedures. You are encouraged to use your firm's forms for precedents.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $114.00 Material Fee: $10.00
January 11 to March 15 • **BUS 816**

The Legal Secretary — Corporate
Prerequisite: Experience in a legal office or legal secretary course.
Shows you how to handle the administrative details of incorporating in Ontario and the subsequent organizing of the company. Topics include: documents required to incorporate, drafting articles of incorporation, initial banking, documents, agreement between shareholders, how to remove directors, and how to register out-of-province companies.
Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $64.00 Material Fee: $20.00
February 6 to February 27 • **BUS 920**

Legal Secretary — Estates
Prerequisite: Experience in a legal office or legal secretary course.
Prepares you to act autonomously in dealing with the probate or administration of a straight-forward undisputed estate settlement. Topics include: terminology, the secretary's role in completing estates, completing and filing documents, definition of administration bond, liquidating or transferring estate assets, and winding up an estate.
Wed. 6 to 9 p.m. St. James Campus
12 hours Fee: $64.00 Materials: $20.00
February 1 to 22 • **BUS 921**

Court Reporting — Stenograph Machine Shorthand Speed Development
Prerequisite: Minimum speed of 80 w.p.m. on stenographic machine.
Note: Students must provide their own machine.
This course is designed to increase machine speed. Methods used are drills, read-back and dictation. Technique and accuracy are emphasized.
Wed. 6 to 9 p.m. and Sat. 9 a.m. to 1 p.m.
St. James Campus
112 hours Fee: $168.00 plus purchase of text and supplies
January 18 to May 10 • **SHM 121XA**

Certificate Program in Professional Retailing

Professional Selling Skills
Students will demonstrate professional selling skills and management in a retail environment.
Topics include: sales careers, image, approaching customers, overcoming objections, closing the sale, clientele development, communication tips, dramatic salesmanship, sales objectives and incentives.
Tues. 6 to 9 p.m. St. James Campus
48 hours Fee: $72
January 17 to May 2 • **SELL 100X**

Buying and Inventory Management
Students will acquire a basic knowledge of buying for the retail industry. Topics covered will include: determining what to buy, how much to buy, and where to buy it. In addition, students will acquire a knowledge of inventory control for the retail industry. Topics covered include: materials management, inventory planning and ordering and inventory control.
Thurs. 6 to 9 p.m. St. James Campus
48 hours Fee: $72
January 19 to May 4 • **BUY 191X**

Canadian Credit Union Institute (CCUI)

The CCUI Fellows' Program consists of 10 courses (three parts) designed to increase professional competence of personnel in co-operative finance so that credit unions can more effectively contribute to the development of Canadian society.
Complete details on this program may be obtained from:
Credit Union Central of Ontario
180 Duncan Mill Road
Don Mills, Ontario M3B 3K3
(416) 441-2900

Admission Requirements: Admission is restricted to employees of credit unions or co-operative industries which are members of CCCS. In addition, applicants must meet the entrance requirements of George Brown College.

Program: The Program includes six compulsory courses and four options from among the approved courses. Only two options under each subject category are allowed.

EQUIVALENCY COURSE LIST

CCUI	COURSE No.	GEORGE BROWN
Letter of Recognition		
Accounting	ACC 100X	Accounting I
Business Administration	BUS 900A	Business Management I
Letter of Commendation		
Economics	EC 903	Economics
Marketing	MARK 100X	Marketing
Plus 2 approved options		
Fellows' Designation		
Business Strategy		N/A
Co-operative Studies		Available only through CCUI
Plus 2 approved options		

APPROVED OPTIONS

Business – General		
Business Law	LAW 200X	Commercial Law
	OMDP 902A	Ontario Business Law I (half-credit)
	OMDP 902B	Ontario Business Law II (half-credit)
Management of Financial Resources		
Management Accounting	ACC 202X	Cost Accounting I
Management Information Systems	EDP 800	Microcomputers in Business
Management of Human Resources		
Personnel Management	OMDP 906	People Management: Tools & Techniques (half-credit)
	OMDP 907	Effective Supervision: Human Relations (half-credit)
Organizational Behaviour	PSY 908	Psychology in the Workplace
Communications	OMDP 942	Effective Supervision – Communication (half-credit)
Marketing		
Consumer Behaviour	MARK 906	Consumer Behaviour
Promotion Management	MARK 904	Intro. to Advertising
Quantitative Methods		
Computer Concepts	EDP 100X	Intro. to Computer Programming

WORKING SKILLS FOR WOMEN

The YWCA of Metropolitan Toronto, in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in **computer awareness, mathematics** and **career planning**. This program is designed for women who face technological change in their workplace.

Evening Program:
6:30 - 9:30 p.m.
Monday & Wednesdays or
Tuesdays & Thursdays

Course Starts:
January, April, June & September
Entry Requirements
Grade 12 or equivalent

For more information call the YWCA at: ***961-8100***

Ontario Management Development Program
designed for

Owners, Managers, Supervisors & Entrepreneurs

Registration deadline: January 9, 1989.

Ontario Management Development Program (OMDP) courses:
- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Skills Development, to recognize your achievement on completion of basic programs.

Coordinated by the Ministry of Skills Development in cooperation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank. Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners. Register in one or more courses in the same term and select the courses in the sequence outlined below.
For more information, please call 967-1212, ext. 3289, 3290, 3291.

Note: Course credits may not be used for more than one certificate. There is an additional cost for text and study material required for each Ontario Management Development Course. Most of these items can be purchased at the College bookstore and are required for your first class.

For the following courses, OMDP 900; OMDP 955; OMDP 956; OMDP 957; course kits are included in the materials fee and will be distributed in class. This portion of the materials fee is non-refundable.

Business Management Studies

Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "F", or from non-OMDP, College-approved related courses.

Group A: Business Management/ General

OMDP 922	Management for Results (Winter only)
OMDP 930	Management by Objectives and Results (Fall only)
OMDP 931	Successful Small Business Management (Fall and Spring)

Group B: Financial Control

OMDP 902A	Ontario Business Law I
OMDP 902B	Ontario Business Law II (Winter only)
OMDP 925	Practical Financial Management

Group C: Marketing

OMDP 903	How to Develop Your Business
OMDP 923	The ABCs of Selling
OMDP 948	How to Operate a Successful Retail Store (Fall and Winter)
OMDP 933	Managing the Marketing Function (Fall only)
OMDP 934	Planning Profitable Advertising (Fall)
OMDP 935	Marketing Your Product (Winter and Spring)
OMDP 936	Marketing for Small Business

Group D: Production

OMDP 940	Effective Supervision — Production (Fall and Spring only)
OMDP 908	Effective Supervision — Administration (Fall and Winter only)
OMDP 938	Job Enrichment for Administration

Group E: Personnel Management and Labour Relations

OMDP 907	Effective Supervision — Human Relations
OMDP 912	Management Skills in Personnel Selection (Fall and Winter)
OMDP 906	People Management: Tools & Techniques (Fall and Spring)
OMDP 941	Effective Labour Relations (Winter)
OMDP 942	Effective Supervision — Communications (Fall and Spring)

Group F: Electives

OMDP 914	How to Start a Small Business
OMDP 900	Management Functions for Supervisors (Winter and Spring)
OMDP 953	Bookkeeping
OMDP 905	Starting and Running a Small Business ("Frontrunners")

Supervisory Studies:

Satisfactory completion of six courses, two of which are from group A, one from group B, and one from group C. The remaining two may be OMDP or non-OMDP courses provided they offer training or education in the supervisory function.

Group A: Human Resources

OMDP 907	Effective Supervision — Human Relations
OMDP 942	Effective Supervision — Communications (Fall and Spring)
OMDP 900	Management Functions for Supervisors (Winter and Spring)
OMDP 953	Bookkeeping
OMDP 954	Effective Communication in Today's Business World (Fall and Spring)
OMDP 957	The Supervisor — Managing Resources (Winter only)
OMDP 955	The Supervisor — Training and Developing Staff (Fall and Spring)
OMDP 956	Leadership (Winter and Spring)

Group B: Work-Related

OMDP 940	Effective Supervision — Production (Fall and Spring only)
OMDP 908	Effective Supervision — Administration (Fall and Winter only)

Group C: Electives

OMDP 922	Management For Results (Winter only)
OMDP 930	Management By Objectives & Results
OMDP 906	People Management Tools & Techniques (Fall and Spring)
OMDP 938	Job Enrichment for Administration
OMDP 941	Effective Labour Relations (Winter)

Ontario Management Development Program

Management Functions for Supervisors

Recommended first course. An introduction to the management process, budgeting and interviewing. Other topics include: the role of the supervisor, time management, decision making, allocating human resources, meeting management, performance appraisals, women as supervisors, and supervising women.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $25.00 plus purchase of text.
January 19 to March 23 • **OMDP 900**

Ontario Business Law I

Gain an understanding of the law as it applies to Canadian business. Learn to communicate better with lawyers and make the best use of legal advice. Case studies are the main method of instruction.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 and purchase of course kit and text.
See equivalency for CCUI, page 37.
January 18 to March 22 • **OMDP 902A**

Ontario Business Law II

Prerequisite: OMDP 902A - Ontario Business Law I.
A continuation of level I that covers the following topics: transportation, safety, agency, environmental protection, franchising, bankruptcy, taxation and security.
Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 and purchase of course kit and text.
See equivalency for CCUI, page 37.
January 17 to March 21 • **OMDP 902B**

How to Develop Your Business

Designed to help owner/managers of small and medium sized business change their management styles as their companies grow. Participants will learn how companies grow and help them understand and assess their abilities as entrepreneurs.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 and purchase of course kit and text as required.
January 19 to March 30 • **OMDP 903**

Effective Supervision in Human Relations

Gain an understanding of the various aspects of managing people.
Topics include: understanding people, selection and induction, how to train employees, developing and maintaining morale, compensation, salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, union relations, and resistance to change.
Thurs. 6 to 9 p.m. or
Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 19 or 21 to March 23 or February 25 • **OMDP 907**

Effective Supervision in Administration

How to become a more decisive and effective supervisor. Learn how to evaluate employee performance and when to take corrective action to remedy problems. Apply the techniques of flowcharting and layout analysis to improve administration.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 18 to March 22 • **OMDP 908**

Management Skills in Personnel Selection

How to go about selecting the right employees for your needs. Learn to plan your manpower needs, from the number of employees required to their specific duties. Topics include: recruitment, selection, announcement of the position, the application form, screening methods, and the interview.
Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 17 to March 21 • **OMDP 912**

How to Start a Small Business

A complete how-to course, from establishing your business to running it profitably. Topics include: legal business forms, start-up costs, finding financing, marketing, staffing, purchasing, inventory control, financial statements, financial control and government regulations.
Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 16 or 19 to March 20 or 23 • **OMDP 914**

Management for Results

Improve managerial skills through an understanding of the process of delegation and the concepts of job enrichment and management by objectives.
Note: It is recommended that this be the final course for the Business Management Certificate.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 18 to March 22 • **OMDP 922**

The ABCs of Selling

Become a more professional salesperson by gaining a better understanding of your customers' needs. Topics include: know your competition, research product information, when and how to close the sale, successful product demonstration, and the value of using sources of justification.
Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 17 to March 21 • **OMDP 923**

Management by Objectives and Results

Through practical activities, gain an understanding of the principles of management by objectives and learn to apply the techniques to your business.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 16 to March 21 • **OMDP 930**

Marketing for Small Business

This introductory course on basic marketing is designed for people with little or no background in marketing. Learn to apply the basic tools of marketing to a small- or medium-sized business.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 19 to March 23 • **OMDP 936**

Effective Labour Relations

This course is designed to help supervisors deal effectively with aspects of labour relations, where collective agreements are established or where certification is possible. Topics include: union security, management rights, negotiations, collective agreements, emplyee-employer relations establishing bargaining rights.
Sat. 9 to 4 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 21 to February 18 • **OMDP 941**

How to Operate a Successful Retail Store

Designed to help you become a better retailer and turn your plans into reality and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, and designing your store for maximum sales.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 18 to March 22 • **OMDP 948**

Bookkeeping

An introduction to basic bookkeeping that shows how accounting can help to manage a small business effectively. This course is not equivalent to BOK 552XA.
Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
January 21 to April 1 • **OMDP 953**

Leadership

Designed to further develop the supervisor's role as a leader. Topics include: job enrichment, leadership styles and characteristics, styles of handling conflicts, developing and maintaining morale, motivation through achievement, and developing communication skills.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $25.00 plus purchase of text.
January 16 to March 20 • **OMDP 956**

The Supervisor — Managing Resources

Supervisors learn to use the resources available to them. Topics include: improving productivity, managing the workload, setting goals, planning, organizing and leading, coordinating and controlling, managing physical resources, training and instructing employees, and the role of the supervisor.
Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $25.00 plus purchase of text.
January 17 to March 21 • **OMDP 957**

Architectural

The Certified Construction Associate (CCA) Program
The National Association of Women In Construction will award a certificate as a Certified Construction Associate (CCA) upon successful completion of the following courses:

DR 906 – Part I – Environment of the Construction Industry
DR 907 – Part II – Process of Management
DR 908 – Part III – Human Resources
DR 909 – Part IV – Labour Relations
DR 910 – Part V – Business Analysis
DR 911 – Part VI – Construction Principles

Heating Fuels Certificate Program

A Certificate in Heating Fuels will be awarded on successful completion of the following courses:
HT 910 – Gas Fitter I
HT 907 – Gas Fitter II
HT 913 – Oil Burner II
HT 915 – Basic Electricity and Controls
HT 919 – Propane Gas

Residential Heating and Air Conditioning Certificate Program

A Certificate in Residential Heating and Air Conditioning will be awarded on successful completion of the following courses:

AIR 905 – Air Conditioning, Residential and Small Commercial
HT 900 – Warm Air Heating and Air Conditioning
HT 907 – Gas Fitter II
HT 913 – Oil Burner II
HT 915 – Basic Electricity and Controls.

Balancing of Mechanical Systems Certificate

A Certificate in Balancing and Mechanical Systems will be awarded on successful completion of the following courses:

AIR 900 – Air Conditioning Design I
AIR 901 – Air Conditioning Design II
AIR 905 – Air Conditioning Residential and Commercial
AIR 910 – Building Mechanical Systems
Advanced Balancing Procedures
SM 911 – Sheet Metal Pattern Drafting

Stationary Engineering Fourth Class Certificate

A Certificate in Stationary Engineering Fourth Class will be awarded on successful completion of the following courses:

STAT 941 – Power Plant Applied Science
STAT 942 – Power Plant Chemistry
STAT 943 – Power Plant Boilers and Auxiliaries
STAT 944 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 945 – Power Plant Electrics and Instrumentation
STAT 946 – Power Plant Applied Mechanics

Stationary Engineering Third Class Certificate Program

A Certificate in Stationary Engineering Third Class will be awarded on successful completion of the following courses:

STAT 931 – Power Plant Applied Science
STAT 932 – Power Plant Chemistry
STAT 933 – Power Plant Boilers and Auxiliaries
STAT 934 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 935 – Power Plant Electrics and Instrumentation
STAT 936 – Power Plant Applied Mechanics

Stationary Engineering Second Class Certificate Program

A Certificate in Stationary Engineering Second Class will be awarded on successful completion of the following courses:

STAT 921 – Power Plant Applied Science
STAT 922 – Power Plant Chemistry
STAT 923 – Power Plant Boilers and Auxiliaries
STAT 924 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 925 – Power Plant Electrics and Instrumentation
STAT 926 – Power Plant Applied Mechanics
STAT 927 – Power Plant Drawing

Stationary Engineering First Class Certificate Program

A Certificate in Stationary Engineering First Class will be awarded on successful completion of the following courses:

STAT 911 – Power Plant Applied Science
STAT 912 – Power Plant Chemistry
STAT 913 – Power Plant Boilers and Auxiliaries
STAT 914 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 915 – Power Plant Electrics and Instrumentation
STAT 916 – Power Plant Applied Mechanics
STAT 917 – Power Plant Statics and Fluids

Blueprint Reading and Drafting

Blueprint Reading for the Construction Trades

This course is intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, construction plans, sections and details, reading and interpreting working drawings and an introduction to metric drawings.
Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 9 to March 16 • **DR 931**

Construction Estimating

Prerequisite: Current employment in the construction industry.
This course is designed to introduce general estimating to building contractors, subcontractors and suppliers to the building industry. Topics include mensuration, ready plans and specifications, job costs, tender documents and the methods of accurately assembling quantities.
Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
January 9 to March 16 • **DR 932**

Blueprint Reading for the Construction Trades — Advanced

Prerequisite: Successful completion of DR 931 or equivalent.
This course provides further study of: 1) construction working drawings by reading and interpreting whiteprints of various building types, 2) Construction Methods and Materials 3) Ontario Building code as related to plans and permits 4) Building trade inter-relation and co-ordination during construction.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee; $75.00
January 10 to March 16 • **DR 933**

Blueprint Reading for the Welding Trade

Shows welders how to read blueprints. Topics include: a study of orthographic and pictorial drawing systems, freehand sketching, sketches of welded parts using multiview projection, basic dimensioning principles; a study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, interpretation of welding symbols, sectional views and conventional practices.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 10 to March 16 • **ENDR 572X**

Technical Drawing — Part I

A practical introduction to the techniques needed to work in a drawing office. Topics include: the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, plus electrical, layout and assembly drawings.
Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00
March 9 to July 19 • **ENDR 901**

Blueprint Reading for Machine Trades

Provides tradesmen with a basic understanding of reading blueprints. Topics include: orthographic and pictorial drawing systems; freehand sketches of machine parts using multiview, isometric and oblique projections, and the interpretation of industrial blueprints including notes, specifications, dimensions, tolerances and surface finish.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 10 to March 16 • **ENDR 910**

Architectural Drafting — Part I

After an introduction to drafting equipment and procedures, topics studied include: Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall sections, introduction to metric drawings, and details of windows, doors, stairs and building codes.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 9 to March 15 • **DR 900**

Architectural Art and Presentation — Part I

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc., use of pencil, pen, markers and letratone.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $45.00
January 9 to February 8 • **DR 902**

Construction

Introduction to Construction

This course, developed in cooperation with the National Association of Women in Construction, covers the fundamentals of construction procedures and technology and includes a visit to a job site. Other topics include: an introduction to city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting, as well as the production work normally associated with construction.
Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
45 hours Fee: $67.50
January 9 to February 27 • **DR 904**

Intermediate Construction

Prerequisite: DR 904 — Introduction to Construction.
Drawings, Specifications, Estimating, and Scheduling deals with interpreting information conveyed from architects and engineers to contractors by way of a legal document and implementing that fundamental understanding. It discusses the many components of the legal agreement that bind the parties in a construction project; working drawings, front-end documents of the Project Manual, specifications, estimates, proposals, and schedules.
Sat. 9 a.m. to 1 p.m. Casa Loma Campus
48 hours Fee: $72.00
January 14 to April 8 • **DR 905**

AutoCAD

Introduction to CADD for Architects & Civil Engineers

Prerequisite: Minimum two years drafting experience.
An introduction to AutoCAD on AT compatible systems. Topics include: the operation of a graphics work station; the application of the points, line and arcs CADD functions; basic geometric construction elements, operation of a digitizer/mouse and plotter; establishing scales; setting line, plot, colour and text font; using menus, panning, zooming, filing and dimensioning, also to include the basic DOS functions, copying files onto diskette, restoring and deleting files from hard disk.
Mon. or Wed. 7 to 10 p.m. or
Sat. 9 a.m. to 1 p.m. Casa Loma Campus
36 hours Fee: $289.00
January 9 to March 27
January 11 to March 29
February 25 to April 22 • **CAD 951**

Advanced CADD for Architects and Civil Engineers

Prerequisite: CAD 951 — Introduction to CADD.
Advanced training for Autocad system.
Select a project from your discipline for CADD development. Topics studied include: file structure and maintenance, parts library, back-up procedures, selecting optimum commands, creating personal menus, merging files and editing text files, creating 3-D.
Tues. or Thurs. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $289.00
January 10 to March 28 or
January 12 to March 30 • **CAD 952**

Heating/Air Conditioning

Warm Air Heating and Air Conditioning

Gain a background in system design and its application to residential warm air heating and air conditioning systems. There is the option to write the H.R.A. system design examination. Specific topics include: heat transfer, humidity and humidity control, heat loss and heat gain calculations using H.R.A. methods and manuals; elements of system design, including duct sizing, selecting and comparing systems, and an introduction to system balancing.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
72 hours Fee: $108.00
January 17 to April 6 • **HT 900**

Basic Electricity and Controls/ Heating and Air Conditioning

Provides a basic electrical and controls background for students entering the heating and air conditioning trades. Topics covered include: fundamentals of voltage, current and electrical resistance, Ohm's law and the law of electric power, series and parallel electrical circuits, electrical measurement and testing; electromagnetism and electromagnetic equipment, including relays, circuit breakers etc., introduction to alternating current, transformers, operation and testing of electric motors, electric wiring diagrams as applied to simple heating and cooling systems, the principles behind the operation of temperature controls, thermostats, limit controls, pressure controls, and simple heating and cooling control systems.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
January 16 to March 22 • **HT 915**

Gas Fitter II

Provides the necessary background to write the Fuel Safety Branch Gas Fitter II licence examination. Specific topics studied include: properties of natural gas, fundamentals of combustion; gas physics, including flow and pressure, gas meters and regulators, gas piping, gas venting, the atmospheric burner, principles of gas controls and control systems, installing and servicing gas conversion burners, analyzing flue gas and combustion efficiency, general appliance requirements, and a review of codes and regulations.
Mon. and Wed. 6 to 9 p.m. or 7 to 10 p.m. or
Tues. and Thurs. 6 to 9 p.m. or 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $135.00
January 23 or 24 to May 3 or 4 • **HT 907**

Gas Fitter I

Provides the necessary background to write the Fuel Safety Branch Gas Fitter I licence examination. Specific topics studied include: properties of gas flames, flame detection, flame safeguard system and terminology; fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers; installing boilers and burners (piping, venting, and code

requirements), analyzing flue gas, combustion and boiler efficiency, and an introduction to process gas heating equipment.
Mon. and Wed. or Tues. and Thurs.
6:30 to 9:30 p.m. Casa Loma Campus
90 hours Fee: $135.00
January 23 or 24 to May 3 or 4 • **HT 910**

Oil Burner II

Provides the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II licence examination. Topics studied include: properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, servicing and installing equipment, analyzing flue gas and combustion efficiency, retro-fitting and upgrading existing systems, and a review of codes and regulations.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
90 hours Fee: $135.00
January 24 to May 4 • **HT 913**

Air Conditioning Design I

Provides the basic theory and application of system design of air conditioning systems to H.R.A. standards. Topics covered include: the fundamentals of heat transfer, humidity and its control, heat gain and heat loss calculations using H.R.A. methods and manuals; the elements of system design and their application, including duct sizing, selecting and comparing equipment, an introduction to system balancing, and the applications of air conditioning equipment.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
72 hours Fee: $108.00
January 17 to April 6 • **AIR 900**

Air Conditioning Design II

Prerequisite: Grade 12 or equivalent, industrial experience.
Designed for those who wish to have a working knowledge of commercial and industrial air conditioning systems designs.
Course Content: Influence of temperature, humidity and air motion on comfort; review of basic principles; components of an air conditioning system; behaviour of air vapour mixtures; psychrometric chart; sensible and latent heat; dehumidifying processes as related to designing of air conditioning systems; heating and cooling load calculations from internal and external sources; room air distribution and air duct design.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 24 to March 30 • **AIR 901**

Air Conditioning Residential and Commercial

Prerequisite: Employment in the heating or air conditioning industry as a journeyman or equivalent.
Provides a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment. Topics include: the fundamentals of refrigeration, compressors, condensors, evaporators, tubing and connections; standard operating procedures, including evacuating, charging and testing for leaks, electric motors, motor starters and overloads, electric and control circuits, testing circuits and troubleshooting, winter operation, selecting equipment, installation and start-up procedures, air problems and measurement, and conducting a service analysis.
Mon. and Wed. or Tues. and Thurs.
7 to 10 p.m. Casa Loma Campus
72 hours Fee: $108.00
January 16 or 17 to April 5 or 6 • **AIR 905**

Plumbing

Plumbing Basic

An introduction to the theory and practice of domestic plumbing. Includes an examination of such topics as: materials and fittings, correct procedure for measuring pipe lengths, trapping and venting plumbing fixtures, and plumbing design for single family dwellings. Practical demonstrations and hands-on experience with commonly used pipe materials and tools are included.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 9 to March 15 • **PLUM 900**

Plumbing Qualification

A refresher course in general plumbing theory to help prepare for writing the certificate of qualification examination. Due to the broad scope of the course, topics are not covered in great depth. The student should be familiar with trade terminology and practices.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 10 to March 16 • **PLUM 902**

Plumbing Design and Installation

Prerequisite: Ontario Certificate of Qualification in Plumbing.
A comprehensive review of the areas that candidates for master's licences should be familiar with. Specific subjects covered: pertinent labour legislation, discounts, overhead and profit, material take-off, the provincial Plumbing Code, and considerable practice in the drawing of drain plans and stack elevations together with the sizing of the piping.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 10 to March 16 • **PLUM 904**

Appliance Servicing

Appliance Servicing Part I (Electrical Fundamentals and Ranges)

Provides a basic background in electrical theory and practice as applied to major appliances with the emphasis on electrical ranges. Topics covered include: the nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, and the theory and test procedures of conventional ranges.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 17 to March 23 • **AP 903**

Appliance Servicing Part II (Domestic Refrigeration)

Provides a basic background in the theory and practical repair of the following: domestic refrigerators, freezers, window air conditioners, evaporators, compressors, condensors, and electric motor controls. Other topics include: the compression system of refrigeration, refrigerants, liquid feed devices, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 17 to March 23 • **AP 904**

Appliance Servicing Part III (Laundry Equipment)

Prerequisite: AP 903 — Appliance Servicing Part I or equivalent.
Learn the theory and operation of automatic washers, dryers and dishwashers plus how to find faults, make repairs, trace circuits and conduct a service analysis.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 16 to March 22 • **AP 905**

Refrigeration

Refrigeration — Part I

Learn the fundamentals and principles of refrigeration, including: the compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensors, compressors, flow equipment, electric controls and control valves, lubrication, troubleshooting, demonstrations of silver brazing in the shop, evacuating and charging, plus other service tips.
Mon. and Wed. or Tues. and Thurs.
6 to 9 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 16 or 17 to March 22 or 23 • **REF 900**

Refrigeration – Part II

Prerequisite: REF 900 — Refrigeration — Part I or equivalent experience.
After a review of the fundamentals, topics covered include: electricity as applied to basic circuits and components, defrosting methods, time clocks, compressor drives, test instruments and their use, piping, temperature and pressure control, applications of refrigeration, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, heating and cooling thermostats, trade safety; motor starting including relays, starters and contractors and motor overload protection.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
90 hours Fee: $135.00
January 23 to May 3 • **REF 911**

Carpentry

Carpentry for the Homeowner — Basic

Learn to operate the common hand and power tools used at home plus carpentry methods and materials required to maintain your home or cottage.
Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $72.50
January 9 to March 13
March 27 to June 5 • **CAR 901**

Masonry

Bricklaying

Learn all about the tools, equipment and materials used by bricklayers as well as the types, sizes and characteristics of bricks. The types and preparation of mortars using various bonding agents in all weather are also covered as well as the layout of walls, pilasters and piers using various bonds.
Mon. and Wed. or Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $90.00
January 10 to March 16 • **MAS 900**

Electrical

Electrical Apprentice Review

Designed for apprentices in their final term who expect to write the qualifying examination sometime within the year. Covers the theory, codes and equipment discussed throughout apprenticeship training.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Materials: $5.00
February 27 to May 3 • **EL 900**

Hydro-Electric Power Commission Regulations (Master Electrician)

Prerequisite: Journeyman electrician.
Use of the Code Book (O.H.E.S.C.), application of regulations and tables, electrical installation calculations relevant to code regulations and tables, preparation for Master Electrician examination.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Materials: $10.00
January 10 to March 16 • **EL 902**

A.C. Circuits

Prerequisites: EL 905 — Electrical Fundamentals or equivalent, plus MATH 117 — Mathematics or equivalent.
Topics covered include: a review of the simple alternator, sinusoidal voltage and current; instantaneous, average and effective values, capacitive and inductive reactance, impedance, series and parallel A.C. circuits, power in the single phase A.C. circuit, power factor and correction, phasor diagrams, the transformer principle, and voltage, current and power in the balanced three-phase circuit.
Mon. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
January 9 to March 16 • **EL 917**

Electrical Construction and Maintenance I

Prerequisite: Grade 10 math or equivalent.
Topics covered include: Ohm's Law, series and combination circuits, two-wire distribution, line loss, power efficiency, wire calculations, batteries, magnetism, electromagnetism, induction, three-wire distribution, and the Hydro-Electric Power Commission Regulations.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Materials: $5.00
January 9 to March 15 • **EL 907**

Electrical Construction and Maintenance II

Prerequisite: EL 907 or the equivalent.
Course Content: electromagnetism, induction, D.C. generators, generator set-up and operation, D.C. motor, motor operation and controls; Hydro-Electric Power Commission Regulations.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Materials: $5.00
January 10 to March 16 • **EL 908**

Electrical Construction and Maintenance III

Prerequisite: EL 908 — Electrical Construction and Maintenance II or equivalent.
Topics covered include: A.C. fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, and the Hydro-Electric Power Commission Regulations.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Materials: $5.00
January 10 to March 16 • **EL 909**

Industrial Electronic Controls (Part II)

Prerequisites: EL 910 — Industrial Electronic Controls (Part I) and a good knowledge of algebra.
A more in-depth examination of the devices covered in EL 910 utilizing a combination of the devices in more complete circuits. Theory and practical shop work cover the following topics: calculation of circuit components, selection of solid state devices, and the use of data sheets for circuits such as filtered power supplies, regulated power supplies, transistor circuits, D.C. amplifiers, complementary amplifiers, Darlingon amplifiers, differential amplifiers, operational amplifiers, uni-junction transistors and thyristors.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Materials: $8.00
January 10 to March 16 • **EL 911**

Programmable Controllers for Electricians

Prerequisite: EL 912 — Industrial Electronic Controls (Part III) or Journeyman Electrician or Fifth Term Electrical Aprentice.
This hands-on course is intended for Journeyman Electricians or senior apprentices and includes practical applications of programmable controllers, programming techniques, and troubleshooting. Theory includes such topics as: ladder diagram language, P.L.C. instruction summary, programming examples, documentation systems, installation methods and procedures, maintenance and testing, as well as protocol and interfacing techniques.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
48 hours Fee: $72.00
January 30 to March 22 • **EL 921**

Programmable Controllers — Part I

Prerequisite: Logic Course or equivalent technician/technologist diploma electrical/electronics.
Theory and practical shop work covering the following topics: application and uses of the P.L.C. in industry; review of various number codes used in the P.L.C.; selection of input and output modules; using computers to program the P.L.C.; on line/off line documentation; programming instructions including timers, counters and data manipulation; troubleshooting, system maintenance and installation; an introduction to analog applications. The above topics are taught on an IBM compatible computer using the ICOM PLC-2 language in conjunction with the PLC2/05 processor.
Tues. 6:30 to 9:30 p.m. Casa Loma Campus
30 hours Fee: $45.00 Materials: $10.00
January 10 to March 14 • **EL 922**

Programmable Controllers — Part II

Prerequisite: EL 922 or equivalent.
This course will introduce the student to the use of P.L.C.'s as a process controller in Industrial applications. Topics included are: a review of Part I; data manipulation; program control; data transfer instructions; file shifts; and analog interfacing.
Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
30 hours Fee: $45.00 Materials: $10.00
January 12 to March 16 • **EL 924**

Electrical Pre-Exam

Designed for journeymen seeking interprovincial standards and those referred by the ministry on provisional certificates. Covers the theory, codes and equipment discussed throughout apprenticeship training.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Materials: $5.00
February 27 to May 3 • **EL 950**

Mouldmaking

Mouldmaking: Plastics

Prerequisite: Background in machining or design.
An introduction to plastics, the processes and design of plastic products. Other topics covered include: types of moulds, mouldmaking equipment, materials for constructing moulds, die-cast and transfer moulds, basic injection three-plate and hot runner moulds, runners and gates, heating and cooling moulds, heat treatment and surface finishes, a course review and an examination.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $45.00
March 7 to April 6 • **MACH 912**

Machine Shop

Machinist Basic

Prerequisite: Grade 10 with an interest in machine shop.
This theoretical course is a review of the basic level theory course in the Machinist Apprentice Program and includes such topics as safety, lathe, hand tools, bench tools, measurement, layout, heat treatment, band saw, drill press, milling machines and surface grinders.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
February 27 to May 3 • **MACH 913**

Numerical Control

Computer Numerical Control I

Prerequisites: Knowledge of machine shop practices and grade 12 mathematics.
A hands-on course in numerical control programming that covers the following topics: the principles of numerical control, types of machines, coordinate systems, machine codes, canned cycles, sub-routines, tape preparation, plus setting-up and operating the machines. Class size is limited to give students maximum time with the equipment.
Mon. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $162.00 Material Fee: $30.00
January 9 to March 13 • **NC 900**

Computer Numerical Control II

Prerequisite: Minimum Grade B Computer Numerical Control I.
This course is designed to build on the theory and practical experience gained in C.N.C. Emphasis is placed on Advanced Manual Programming and C.N.C. Machining Techniques. The topics covered include: Basic C.N.C. Review; Machining Centre Control Systems; Speel Feed and power requirements; cutter compensation; advanced programming techniques machine setup and operation.
Tues. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $162.00 Materials: $50.00
January 10 to March 14 • **NC 903**

A.P.T. I

Prerequisite: Minimum grade of "B" in NC 900 — Computer Numerical Control I or one year experience in manual programming.
An introduction to computer assisted part programming using C.N.C. three-axis machine tools. Topics covered include: language and geometry definitions, tool motion, simple macros, C.N.C. machining techniques, tape preparation, plus setting-up and operating the machine. Class size is limited to give students maximum time with the machines.
Sat. 9 a.m. to 3 p.m. Casa Loma Campus
48 hours Fee: $260.00 Material Fee: $40.00
January 14 to March 4 • **NC 904**

Computer Aided Manufacturing I

Prerequisite: Minimum grade of "B" in NC 904 — A.P.T. 1.
An intensive hands-on introduction to computer aided manufacturing. Topics covered include: C.A.M. menu structures, N.C. modals, tool motions, profile and pocket routines, tool path edits, plotting and post processors. Small class size allows students to follow an individually paced program. Students have access to the C.A.M. Centre for the length of the course.
Tues. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $324.00 Material Fee: $50.00
January 10 to March 14 • **NC 908**

C.A.D.

Computer Aided Design I (Mechanical)

Prerequisites: Minimum of two years drafting experience and a good knowledge of drawing office math.
An intensive hands-on introduction to computer aided design drafting and the types and uses of different C.A.D. systems. Topics covered include: system commands, generating basic shapes, manipulating, dimensioning, representing in two and three dimensions, and plotting drawings. Students have access to the C.A.D. Centre resources for the length of the course.
Sat. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $324.00 Material Fee: $50.00
February 18 to March 18 • **NC 906**

Computer Aided Design II (Mechanical)

Minimum Grade B – CAD I
This course offers a hands-on experience in Advanced Graphic Techniques. It is an individually paced program designed to build on the Theory and Experience gained in C.A.D. I. Topics covered during the course will include: review of basic construction techniques; advanced shape generation; introduction to layers; pattern/symbol creation; the use of patterns to maximize efficiency; plotting.
Sat. 9 a.m. to 4 p.m. Casa Loma Campus
30 hours Fee: $324.00 Materials: $50.00
April 1 to April 29 • **NC 907**

Millwright

Mechanical Maintenance — Part II

Designed specifically for those interested in the basics of power transmissions. Instruction, lectures, demonstrations and assignments are given in the following subjects: gear types, terminology, speed calculations, simple and compound gear trains, selecting and aligning couplings; types, uses and overriding limits of clutches, balancing, single plane and vibration, vee belts, belt drives, chain drives, identifying and installing plain and anti-friction bearings, considering fits and clearances.
Shop assignments involve operating machine tools, fitting bearings and aligning couplings.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $90.00
March 14 to May 18 • **MILL 900B**

Welding

Practice Sessions — Welding and Fabrication

Short term practice sessions in various welding processes and the basics of fabrication can be arranged for those unable to take, or who do not require, a complete course. All enquiries should be directed to: Mr. G. Betts, Chairperson, Metal Fabrication Technology Department, 967-1212 ext. 2242.

Welding and Fabrication

The welding and fabrication courses outlined below are designed to develop specific practical welding or fitting skills. Appropriate theory specifically related to the use of equipment and the techniques involved in the development of these skills is included in each course. For those interested only in the theoretical aspects of welding and flame cutting, the two courses Welding Theory I and Welding Theory II are offered.

All successfully completed courses count as credits towards the various certificates listed below.

Welding Tests

The Metal Fabrication Department operates a testing program as a service to welders wishing to upgrade their qualifications by taking tests leading to certification. As an additional service, practice sessions prior to testing can be arranged if required. All enquiries should be directed to: Metal Fabrication Technology Department, 967-1212, ext. 2242.

Welding Theory I

An introduction to the theoretical aspects of shielded metal arc welding (SMAW), oxy-acetylene welding (OAW), and oxy-fuel gas flame cutting (OFC).
Topics covered include: safety in SMAW, OAW, and OFC operations, the basic principles of different processes, operating different types of equipment, weldable/cutable metals, welding techniques, current types, polarity, cutting gases used, joint design, preparation and fit-up, control of distortion, etc.
Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $30.00
January 3 to March 7 • **WELD 920**

Welding I — General

An introduction to the basic principles involved in both the shielded metal arc welding (SMAW) and oxy-acetylene (OAW) processes. Learn oxy-acetylene fusion welding of tee, lap, corner, and butt joints in the flat and horizontal positions. Also learn shielded metal arc welding of tee and lap joints in the flat and horizontal positions with E6010/11 and E6013 electrodes using single and multiple pass beads and weaves. Other topics covered include: safety precautions with SMAW and OAW equipment, cutting with manual oxy-acetylene equipment, and braze welding tee and lap joints in the flat position.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
March 13 to May 17 • **WELD 922**

Welding II — General

Prerequisite: WELD 922 — Welding I — General or equivalent.
Builds on the work done in Welding I and introduces more advanced techniques using the shielded metal arc welding (SMAW) and oxy-acetylene welding (OAW) processes. Topics covered include: a review of WELD 922; oxy-acetylene welding of tee, lap, corner and butt joints in the vertical up position and cutting with manual oxy-acetylene equipment; braze welding of tee, lap and butt joints in the vertical up position; shielded metal arc welding of tee and lap joints in the horizontal and vertical up position using multi-pass beads and weaves; welding corner, tee, lap and butt joints in the vertical down position on medium and light gauge mild steel. Electrodes used include E6010/11, E6013 and E7018.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
March 13 to May 17 • **WELD 923**

Welding III — General

Prerequisites: WELD 922 — Welding I — General and WELD 923 — Welding II — General or equivalent experience.
Further develop and refine all-position welding skills using the shielded metal arc welding (SMAW) process. Learn shielded metal arc welding of tee, lap, and corner joints in all positions with the emphasis on multi-pass welding techniques using E6010/11 and E7018 electrodes. Other topics include: an introduction to edge preparation, and the fit-up and welding of single-vee butt joints in the flat position.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
March 14 to May 18 • **WELD 924**

MCCR Certification II — (Plate)

Prerequisite: WELD 925 — MCCR Certification I (Plate) or equivalent experience. A pre-entry interview is required.
Designed to improve the welding skills acquired in WELD 925 and to prepare for a vertical and overhead position plate test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding. Topics covered include: a review of WELD 925, welding of open root single-vee butt joints in vertical (3G) and overhead (4G) positions to MCCR specifications using E6010/11 and E7018 electrodes, and guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. An additional fee is involved.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
March 13 to May 17 • **WELD 926**

Gas Metal Arc Welding II

Prerequisite: WELD 934 — Gas Metal Arc Welding I.
Builds on the work done in WELD 934 and introduces more advanced techniques with the gas metal arc welding (GMAW) process. Topics covered include: a review of WELD 934, welding single-vee butt joints in flat, horizontal, vertical and overhead positions using solid wire, and guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. An additional fee is involved.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
March 14 to May 18 • **WELD 935**

Welding and Fabrication

The welding and fabrication courses outlined below are designed to develop specific practical welding or fitting skills. Appropriate theory specifically related to the use of equipment and the techniques involved in the development of these skills is included in each course. For those interested only in the theoretical aspects of welding and flame cutting, the two courses Welding Theory I and Welding Theory II are offered.

All successfully completed courses count as credits towards the various certificates listed below.

Course Number	Course Titles	Certificates					
		BASIC WELDING	INTMED WELDING	ADVANCED WELDING	METAL FABRICATION	WELDING OPERATOR	WELDING FITTER
WELD 920	Welding Theory I	•	•	•	•	•	•
WELD 921	Welding Theory II		•	•	•	•	•
WELD 922	Welding I (General)	•	•	•	•	•	•
WELD 923	Welding II (General)	•	•	•	•	•	•
WELD 924	Welding III (General)	•	•	•		•	•
WELD 925	M.C.C.R. Certification I (Plate)		•	•		•	•
WELD 926	M.C.C.R. Certification II (Plate)		•	•			•
WELD 929	Pipe Welding I (SMAW-Uphill)			•			
WELD 931	Pipe Welding III (Gtaw/Smaw-Uphill)			•			
WELD 934	Gas Metal Arc Welding I		•	•	•	•	•
WELD 935	Gas Metal Arc Welding II			•			•
WELD 937	Gas Tungsten Arc Welding I			•			•
WELD 938	Gas Tungsten Arc Welding II			•			•
WELD 940	Welding Fabrication I				•		•
WELD 941	Welding Fabrication II				•		•
ENDR 572X	Blueprint Reading for Welding Trade				•	•	•
ENDR 901	Technical Drawing – Part I				•		•
MATH 610X	Trade Mathematics I				•		•
ENG 908	English Upgrading 10					•	

Welding Tests

The Metal Fabrication Department operates a testing program as a service to welders wishing to upgrade their qualifications by taking tests leading to certification. As an additional service, practice sessions prior to testing can be arranged if required. All enquiries should be directed to: Mr. G. Betts, Chairperson, Metal Fabrication, Technology Department, 967-1212, ext. 2243.

Gas Tungsten Arc Welding II

Prerequisite: WELD 937 — Gas Tungsten Arc Welding I or equivalent experience.
Builds on the work done in WELD 937 and introduces more advanced techniques to weld various metals and joint types in both horizontal and vertical positions. Topics covered include: a review of WELD 937; welding of low carbon steel, aluminum and stainless steel lap, corner and tee joints in the vertical position and butt joints in horizontal and vertical positions; plus an introduction to the welding of light gauge carbon steel, and aluminum tubing and tube joints.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
March 13 to May 17 • **WELD 938**

Welding Fabrication I

Prerequisite: WELD 922 — Welding I — General or equivalent experience.
An introduction to the basic principles of layout and fitting as applied to miscellaneous metal fabrications. Topics covered include: a review of WELD 922, safety in welding and metal fabrication; identifying and selecting metals and structural shapes; the fundamentals of design of weldments; the safe use of hand tools and power operated fabrication machinery such as cut-off saws, band saws and drill presses; layout and fabrication of simple metal projects from shop drawings using materials such as angle iron, channel, pipe, flat bar and plate, plus the manual flame cutting and welding of fabricated projects using the shielded metal arc and gas metal arc welding processes.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
January 9 to March 15 • **WELD 940**

Welding Fabrication II

Prerequisites: WELD 922 — Welding I — General and WELD 940 — Metal Fabrication I or equivalent experience.
Builds on the work done in WELD 940 and introduces more advanced fabrication techniques. Topics covered include: a review of WELD 922 and WELD 940; the safe use of fabrication machinery such as the hydraulic press brake, roll former and shears; layout and fabrication of metal projects involving bending and roll forming operations from shop drawings; manual and automatic flame cutting of mild steel; plus shielded metal arc and gas metal arc welding of fabricated projects.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
March 13 to May 17 • **WELD 941**

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Ornamental Metalwork I

Prerequisite: WELD 922 — Welding I — General or equivalent experience.
Gives the hobbyist a general understanding of the tools, machines and materials essential to the art of ornamental metalwork. Topics covered include: a review of WELD 922, identifying and selecting materials, fundamentals of design, using hand tools and metal working equipment; methods of twisting, forming and fastening metals, forming scrolls, surface decoration and finishing, and practical shop work involving the fabrication of various ornamental metal projects.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
March 14 to May 18 • **WELD 944**

Non-Destructive Testing

The following Non-Destructive Testing courses are offered in cooperation with the NDE Institute of Canada. Classes are from 6:30 to 9:30 p.m. For more information, contact: Mr. G. Betts, 967-1212 ext. 2243 or Mr. D. Mihalik, (416) 871-2100.

Ultrasonics Level I

The basics of ultrasonics including the theory of ultrasonic testing and its practical applications. Classroom training for certification is in accordance with the Canadian General Standards Board (48-GP-7M). Topics covered include: testing philosophy, test principles, applications and capabilities of tests, equipment, testing techniques, and calibrating equipment.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
42 hours Fee: $225.00
February 1 to May 3 • **TEST 900**

Industrial Radiography Level I

Provides radiographers with the formal preparation needed for all phases of the Level I Industrial Radiography examination. It is also of interest to those in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography. Topics covered include: an introduction to the electromagnetic spectrum; velocity, frequency and wave length of light, generation of x-rays and gamma rays; the mathematics of radiography, including the inverse square law and the law of reciprocity; definition and contrast of radiographic sensitivity, aids to radiographic sensitivity, film types and classes, densitometry, sensitometry, exposure charts, standards, radiation protection and the applicable federal and provincial regulations, safe working conditions, radiographic techniques, and film interpretation.
Tues. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $275.00
January 31 to May 16 • **TEST 903**

Liquid Penetrant & Magnetic Particle Inspection (LPI/MPI) Levels I and II

Covers the theory and practice of liquid penetrant and magnetic particle inspection. The course meets the classroom training requirements for levels I and II certification as stipulated in CGSB standards 48-GP-9M and 48-GP-8M respectively. Topics covered include: principles and methods of liquid penetrant testing, selecting the penetrant test method and equipment, evaluating liquid penetrant indications, principles of magnets and magnetic fields, magnetization by means of electric currents, types of equipment and inspection materials, selecting the proper type of magnetization, principles of demagnetization, type of discontinuities located by magnetic particle testing, indications and interpreting the test results.
Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $300.00
February 2 to May 18 • **TEST 907**

Stationary Engineering

The Stationary Engineering courses are divided into modules which cover the material needed to write the ministry examinations for accreditation towards a certificate. However, enrolment in any of these courses does not automatically entitle the student to write the ministry examinations. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities. Additional modules are offered in the winter and spring terms.

Power Plant Heating, Refrigeration and Air Conditioning — 1st Class

Course Content: This course covers Refrigeration and Air Conditioning (IV).
Thurs. 6 to 9 p.m. Casa Loma Campus
15 hours Fee: $22.50
March 16 to April 13 • **STAT 914**

Power Plant Statics and Fluids – 1st Class

Course Content: This course covers the following topics: Strength of Materials (I); Fluid Mechanicals (I).
Thurs. 6 to 9 p.m. Casa Loma Campus
27 hours Fee: $40.50
January 5 to March 2 • **STAT 917**

Power Plant Applied Science — 2nd Class

Topics covered include: Mathematics (III), Physics (III) and Thermodynamics (III).
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
39 hours Fee: $58.50
February 20 to April 3 • **STAT 921**

Power Plant Electricity and Instrumentation — 2nd Class

Topics covered include: Electricity (III) and Instrumentation and Controls (III).
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
27 hours Fee: $40.50
January 9 to February 6 • **STAT 925**

Power Plant Heating, Refrigeration and Air Conditioning — 3rd Class

Topics covered include: Air and Gas Compression (II) and Heating, Refrigeration and Air Conditioning (II).
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $45.00
January 9 to February 8 • **STAT 934**

Power Plant Electrics and Instrumentation — 3rd Class

Topics covered include: Electricity (II) and Instrumentation and Controls (II).
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
33 hours Fee: $49.50
February 20 to March 27 • **STAT 935**

Power Plant Applied Science — 4th Class

Topics covered include: Mathematics (I), Physics (I) and Thermodynamics (I).
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 3 to February 2 • **STAT 941**

Power Plant Heating, Refrigeration and Air Conditioning — 4th Class

Topics covered include: Air and Gas Compression (I) and Refrigeration and Air Conditioning (I).
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $36.00
February 14 to March 9 • **STAT 944**

Power Plant Electrics and Instrumentation — 4th Class

Topics covered include: Electricity (I) and Instrumentation and Controls (I).
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $36.00
March 21 to April 13 • **STAT 946**

Coatings Technology

Chemical Technician — Coating

The following courses are approved and certified jointly by George Brown College and the Toronto Society for Coatings Technology. The courses are designed to be taken separately. Credits may be accumulated towards the Chemical Technician Coatings certificate.
For more information about the Coatings Technology program, call the chairperson, Mathematics and Sciences, 967-1212, ext. 3379.

Coatings Laboratory

Prerequisite: COAT 100 or equivalent.
Course Content: Quality control of raw materials, preparation and evaluation of lacquers, varnishes, solvent and waterborne coatings, report writing.
Enrolment limited.
Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00
February 1 to May 10 • **COAT 101X**

Paint Flow and Pigment Dispersion

Course Content: Viscosity, viscometer, interconversion of viscosity units, factors affecting viscosity, brushing, levelling, sagging, settling. Dispersion of pigments, ball and pebble mill, sand mill, attritor, three-roll mill, high speed disperser. Assessment of pigment dispersion. Mill-base and let down stages.
Mon. 7 to 10 p.m. St. James Campus
45 hours Fee: $67.50
January 30 to May 8 • **COAT 206X**

Organic Chemistry

Examine the structure of the following: organic molecules, saturated and unsaturated hydrocarbons, aromatic hydrocarbons, halogen compounds, alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids and their derivatives, amines and other nitrogen compounds, sulphur compounds, and lipids.
Fri. 7 to 10 p.m. St. James Campus
45 hours Fee: $67.50
February 3 to May 19 • **CHEM 108X**

Non-Polymeric Constituents of Coatings

Includes detailed study of pigments, solvents, flame retardants, plasticizers, surfactants, additives for solvent based and water-borne coatings.
Tues. 7 to 10 p.m. St. James Campus
45 hours Fee: $67.50
January 31 to May 9 • **COAT 906**

Principles of Colour Technology

Prerequisites: Grade 12 or equivalent and some industrial experience.
Learn the different systems used to describe colour based on a physical sample, including the Cie Munsell, Macadam, Hunter lab, and Cielab systems. A study of colorants includes discussion of dyes and pigments and their classes, selection and strength. Various methods of measuring colour difference are examined, including: visual instrumental, spectrophotometry, colorimetry, and colour specification. The colouring of materials in industry is discussed with a look at additive-subtractive mixing, colour matching, and colour control in production. Other topics covered include: colour definition, the use of computers to match colours, and related laboratory experiments.
Thurs. 7 to 10 p.m. St. James Campus
45 hours Fee: $67.50
February 2 to May 11 • **COLR 200X**

Mathematics of Finance

Prerequisite: Grade 12 or equivalent.
This course covers the following topics: basic arithmetic, basic algebra, ratio and proportion, averages, linear equations, break-even analysis, mark-up, mark-down, simple interest, promissory notes, demand loans, repayment schedules, compound interest and compound discount.
Tues. and Thurs. 7 to 10 p.m. St. James Campus
60 hours Fee: $90.00
January 10 to March 16 • **MATH 114X**

Statistics I

Prerequisite: MATH 114 or equivalent.
This course is designed to introduce the student to: frequency distributions, measures of location, summations, measures of variation, applications, standard deviation, shape and skewness, normal distribution, probabilities, possibilities, binomial distribution and variance.
Mon. and Wed. 7 to 9 p.m. St. James Campus
60 hours Fee: $90.00
January 9 to April 19 • **MATH 214X**

Mathematics for Technician Program

Prerequisite: MATH 142 or 100X or equivalent.
This course covers the following topics: derivative of trigonometric, logarithmic, and exponential functions, applications of integration; areas and volumes of revolution; methods of integration; logarithmic and exponential forms; trigonometric and inverse trigonometric forms; integration by parts; trigonometric substitution; and tables series expansion; MacLaurin, Taylor & Fourier Series applications.
Tues. and Thurs. 5 to 7 p.m. St. James Campus
60 hours Fee: $90.00
January 10 to April 20 • **MATH 241X**

Mathematics of Merchandising

Upon completion students will be able to develop a mathematically oriented merchandising plan that will meet company profit objectives. Topics include: Discounts, Markups and Markdowns, Stock Planning, Turnover, and Sales Planning.
Mon. 6 to 9 p.m. St. James Campus
48 hours Fee: $72.00
January 16 to May 1 • **MATH 125X**

Electro-Mechanical

Certificate in Digital and Microprocessor Techniques

The Electro-Mechanical Department is offering a part-time certificate program in Digital and Microprocessor Techniques.
The program comprises six compulsory courses and three electives and is designed for those who wish to acquire a working knowledge of microprocessors. It is of particular interest to electronics technicians. However, anyone holding a Secondary School Graduation Diploma with grade 12 Math and English (or equivalent) with a background in basic electronics and transistors can register.
Students are expected to complete the program in three years. Students may apply for credits for program subjects taken at George Brown College or other institutions. For students proceeding to a certificate, the College grading system will apply.

Interviews
Students enrolling in the program initially and seeking exemptions must be interviewed by the Electronics Department at St. James Campus, 200 King St. E.

WINTER 1989
Wednesday, Jan. 4, 6 to 8 p.m.
Wednesday, Jan. 11, 6 to 8 p.m.
Students who are unable to attend on the above-mentioned dates due to extenuating circumstances, may request an interview to be held during the following times:

WINTER 1989
Jan. 4 to 11, 2 to 3 p.m.
To make an appointment, please call 967-1212, ext. 3340 or 3342.

Optional Lab Fees
In some courses, it may be beneficial for the student to borrow the College training kit for in-home practice for the duration of the course. In this case, an optional lab fee of $150.00 is charged and will be refunded less a user fee of $ 30.00 if the kit is returned in working condition.

Total number of Courses:
6 Compulsory; 3 Electives

Compulsory Courses:

ELTC 925 – Digital Principles
ELTC 926 – Digital Principles Advanced
ELTC 927 – Troubleshooting Digital Circuits
ELTC 928 – Introduction to Microprocessors and Microcomputers
ELTC 929 – Principles of Microcomputer Interfacing
ELTC 930 – Troubleshooting Microprocessor-based Systems

Elective Courses

ELTC 931 – Interfacing Techniques Advanced
ELTC 932 – Microcomputer Systems Software
ELTC 933 – Microcomputers in the Analogue World
ELTC 934 – Microcomputers and Process Control
ELTC 935 – Microcomputers in Industrial Control
ELTC 936 – Microcomputers and Data Communication
ELTC 940 – Introduction to MC 68000 Microprocessors
ELTC 941 – Floppy disk drives; Theory and Maintenance
ELTC 942 – Introduction to Computer Aided Design (Electronics)
ELTC 943 – Introduction to Artificial Intelligence (AI)

The electives are offered at the discretion of the Electronics Department.

Electronics

Electronic Fundamentals (Part II)

Prerequisite: ELTC 939 — Electronic Fundamentals and Instrumentation Applications (Part I).
Topics covered include: transducers, vacuum tube operation, basic power supplies, electronic meters, cathode ray tubes, oscilloscopes, power transfer, impedance matching, atomic structure of semi-conductors, diode junction, avalanche and Zener breakdown, junction transistors, transistor amplifier coupling methods, power amplifiers, transistor oscillators, plus FET and UJT semiconductor data sheets.
Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
60 hours Fee: $90.00 Material Fee: $20.00
Laboratory Fee: $20.00
January 5 to March 14 • **ELTC 901**

Video Tape Recorders Theory and Maintenance

Prerequisite: Fundamental knowledge of television theory.
A discussion of the principles of video tape recorders (VTR) and video cassette recorders (VCR), including their basic requirements and limitations to conform to television standards. Other topics covered include: block diagrams and circuit analysis of the modulation channel, demodulation channel, colour signal recording principles; the servo operations of the head drum and capstan in normal, slow motion and freeze modes, control section functions, transport mechanism, principles of adjustment and operation, time base correction (TBC), editing and time code applications, types and characteristics of magnetic tape, maintenance procedures, performance specifications and evaluation testing.
Mon. 6:30 to 9:30 p.m. St. James Campus
60 hours Fee: $90.00 Material Fee: $10.00
October 17 to March 13 • **ELTC 912**

Digital Principles

Prerequisite: Basic Electronics and Transistor Theory.
Theory is reinforced through practical laboratory experiments. Topics covered include: binary systems and codes, gates, flip flops, counters, serial and parallel registers, encoders and decoders.
Equivalents: ELTC 906 and ELTC 920.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 9 to March 13 • **ELTC 925**

Digital Principles (Advanced)

Prerequisite: ELTC 925 — Digital Principles.
Theory is reinforced through practical laboratory experiments. Topics covered include: wired or open collector, tri-state logic, multiplexing, demultiplexing, digital comparators, adders, memory circuits, MSI and LSI, programmable logic and gate arrays.
Equivalent: ELTC 920.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 11 to March 15 • **ELTC 926**

Troubleshooting Digital Circuits

Prerequisites: ELTC 925 — Digital Principles and ELTC 926 — Digital Principles (Advanced).
Theory is reinforced through practical laboratory experiments and troubleshooting exercises on digital systems. Topics covered include: manufacturers' specifications for TTL, CMOS and ECL, the use of logic probes, current probes, and oscilloscopes.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 10 to March 14 • **ELTC 927**

Principles of Microcomputer Interfacing

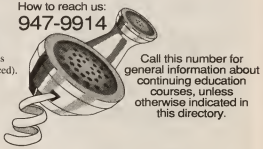
Prerequisite: ELTC 928 — Introduction to Microprocessors and Microcomputers.
Theory is reinforced through practical laboratory experiments. Topics covered include: components and tasks of an interface, programmed I/O, principles of program interrupt, display multiplexing, keyboard scanning, writing a simple monitor program, and ASC II keyboards.
Equivalent: ELTC 918.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 11 to March 15 • **ELTC 929**

Troubleshooting Microprocessor-based Systems

Prerequisites: ELTC 927 — Troubleshooting Digital Circuits and ELTC 929 — Principles of Microcomputer Interfacing.
Includes practical troubleshooting exercises on the lab microcomputers. Other topics covered include: static testing techniques with the processor halted, dynamic testing techniques with the processor running, in-circuit emulation, logic analyzers, and signature analysis.
Equivalent: None.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 11 to March 15 • **ELTC 930**

Interfacing Techniques (Advanced)

Prerequisite: ELTC 929 — Principles of Microcomputer Interfacing.
Theory is reinforced through practical laboratory experiments. Topics covered include: interfacing for video terminals, cassette tape, floppy disks and printers, and interface standards.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 11 to March 15 • **ELTC 931**


How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Microcomputer Systems Software

Prerequisite: ELTC 931 — Interfacing Techniques (Advanced).
Theory is reinforced through practical laboratory experiments. Topics covered include: introduction to the MS-DOS operating system; the internal commands; formatting and copying of disks; control charachters; system and non-system disks; batch processing; utility and application programs such as word processing, spreadsheets, database and graphs.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 5 to March 9 • **ELTC 932**

Microcomputers in the Analogue World

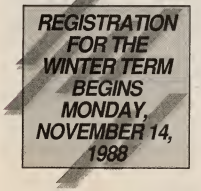
Prerequisite: ELTC 929 — Principles of Microcomputer Interfacing.
Topics covered include: analogue to digital conversion techniques, principles of data acquisition, the use of the microcomputer for data logging and analysis, and intelligent plotters.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 5 to March 9 • **ELTC 933**

Microcomputers and Process Control

Prerequisite: ELTC 933 — Microcomputers in the Analogue World.
Theory is reinforced through practical laboratory experiments.
Topics covered include: feedback control principles, on/off proportional, proportional plus reset, proportional plus rate, programmable controllers, and transducers.
Equivalent: None.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 5 to March 9 • **ELTC 934**

Microcomputers and Data Communications

Prerequisite: ELTC 929 — Principles of Microcomputer Interfacing.
Topics covered include: principles of data communication, base band system principles, digital modulation, ASK, FSK, PSK, error control coding, and local area network service (LANS).
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 10 to March 14 • **ELTC 936**



Satellite Communications

Prerequisite: Basic knowledge of communications and/or industrial background in telecommunications.
Detailed comparisons and information packages on existing satellite systems including practical tips on installing, testing and aligning your system. Other topics include: home satellite reception, teleconferencing and multiple block data reception, limitations of installations, fault finding systems, troubleshooting equipment and procedures, and the theoretical background of systems components and signal flow.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 11 to March 15 • **ELTC 937**

VTR/VCR Theory and Practices (Advanced)

Prerequisite: ELTC 912 — VTR/VCR Theory and Maintenance.
After a review of video tape recording formats, topics covered include: standards, processing signals, analyzing recording and playback channels, using comb filters, noise reduction and video enhancement techniques, analogue and digital servo controls, applications of time base correction (TBC), time code longitudinal and vertical interval (VIT) recordings, the principles of editing video tape, subcarrier to horizontal timing (SCH) and frame selection.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 10 to March 14 • **ELTC 938**

Electronic Fundamentals and Instrumentation Applications (Part I)

Prerequisite: Ontario grade 10 or equivalent, with level 4 in Mathematics and English.
Topics covered include: energy, electricity, resistors and conductors, cells and batteries, voltage, current and resistance, Ohm's Law, electric power, D.C. circuits, Kirchoff's Law, capacitors, electromagnets, inductors and induction, Lenz's Law, A.C. source, vectors, reactance, impedance, resonance, A.C. power, electric meters, transformers, resonant circuits, A.C. circuits, the wheatstone bridge, potentiometric circuits, thermo-electricity, transducers, strain gauges, variable inductors, variable reluctance, variable capacitance, linear variable transformers, current to air and voltage to air transducers.
Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
84 hours Fee: $126.00 Materials $20.00
Laboratory Fee: $20.00
January 10 to April 13 • **ELTC 939**

Introduction to MC 68000 Series Microprocessors

Prerequisite: ELTC 928 — Introduction to Microprocessors or equivalent.
Topics covered include: MC 68000 architecture; data sheets; addressing modes; writing and evaluating simple programs; interrupts; delay routines. Theory is reinforced through practical laboratory experiments.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 9 to March 13 • **ELTC 940**

Floppy Disk Drives; Theory and maintenance

Prerequisite: ELTC 931 — Interfacing Techniques (Advanced) or equivalent.
Topics covered include: basic specifications; electrical interface; physical interface; theory of operation; maintenance; diagnostic techniques; adjustments and alignment procedures. Theory is reinforced by practical laboratory experiments.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 9 to March 13 • **ELTC 941**

Introduction to Artificial Intelligence (AI)

Prerequisite: ELTC 932 — Microcomputer Systems Software.
Topics covered include: introduction to the background of artificial intelligence; the basic components of an ezpert system; principles of forward chaining; principles of backward chaining; principles of the rule-value; structure of expert systems shells. Theory is reinforced by practical laboratory experiments.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $25.00
January 5 to March 9• **ELTC 943**

Cable Television

Cable TV Practice (Basic)

Prerequisite: Recommendation of the employer in an associated field.
Topics covered include: an introduction to T.V. sync and composite signals, black and white and coour, modulation channel allocation, antennae, cable distribution, antenna site location, system layout, amplifiers, splitter, tap offs, drops, coaxial cable characteristics, DB, VSWR, losses and reflection, tube and transistorized, wideband, single channel, main line, distribution and extender, line construction, clearance, safety, handling slices, installation of amplifiers and passive devices, customer relations, fault finding and interference.
Mon. 7 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $20.00
January 9 to May 29 • **ELTC 913A**

Cable TV Practice (Advanced)

Prerequisite: ELTC 913A – Cable TV Practice (Basic).
Topics covered include: review of basic C.A.T.V. noise and distortion in amplifiers, signal leakage, troubleshooting, diagnosing problems, signal level meter operation and theory, sweeping cable systems, grounding, pay T.V., satellite distribution, C.A.T.V. interface, scrambling techniques, and basic system design theory.
Thurs. 7 to 10 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $25.00
January 5 to March 9 • **ELTC 914**

Professional Driver Improvement Course

Techniques and strategies for commercial straight truck and tractor trailer drivers to assist them in preventing collisions. This series of lectures is designed for professionals in the transportation, education and safety fields.
For more information about this course call Ms. C. Wengle at 967-1212, ext. 3205.
100 Cherry St.
8 hours Fee: $40.00
Dates: Continuous. • **TRAN 905**

Dual Air Brake System

Provides transport drivers with a working knowledge of a dual air brake system. This course is useful for the proposed mandatory air brake endorsement introduced to all holders of Ontario Classified Drivers Licences.
The following topics are covered in the eight sessions:
Braking Systems
– Introduction, Part I — Single Air
– Air Brake System, Part II — Dual Air
– Air Brake System, Part III — Troubleshooting
For more information about this course call Ms. C. Wengle at 967-1212, ext. 3205.
100 Cherry St.
10 hours Fee: $60.00
Dates: Continuous. • **TRAN 906**

Driver Instructor Education Course

This course is conducted in accordance with the regulations established by the Ministry of Transportation and Communications which govern the licensing of driving instructors.
Prerequisite: Applicants must first receive authorization from a Ministry of Transportation and Communication Driver Examination Centre.
130 Hours
(90 classroom hours, 40 in-car hours)
Fee: $850.00
Evening Course/Saturdays
Tues., January 3 to March 11
For more information please contact Client Services at 962-1212, ext. 3219

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Tractor Trailer Training

Prerequisite: Ontario "D" Licence, heavy straight truck experience.
Trains the student to operate tractor trailer units with multi-range transmissions under varying load conditions. Hands-on experience with various tractor trailer units is included. Other topics discussed are: vehicle inspection, air brakes, coupling and uncoupling the tractor trailer combination, backing manoeuvres and driving in light and heavy traffic.
For more information about this course call Ms. C. Wengle at 967-1212, ext. 3205.
Sat. 8 a.m. to 6 p.m. 100 Cherry Street
60 hours Fee: $1244.00 Ministry of Transportation and Communications Testing Fee $100.00
• **TRAN 900**

Air Brake Instructors Course

Prerequisite: Basic knowledge of air brake system.
This course covers preparation for instruction, objectives, timetables, and a complete review of the air brake system as required by Canadian Motor Vehicle Safety Standards 121. This course includes practical demonstrations given on a single and dual air brake board.
For more information about this course call Ms. C. Wengle at 967-1212, ext. 3205.
Mon. through Fri. 8 a.m. to noon
100 Cherry Street
20 hours Fee: $208.00 • **TRAN 800**

Classified Driver Improvement Program

Prerequisite: Commercial driver.
This course covers the following topics: defensive driving, occupational health and safety, first aid, and dangerous goods. This course is designed to introduce the commercial driver to the legal responsibilities they have as the operators of a transport vehicle and driving strategies and techniques designed to assist in preventing collisions.
For more information about this course call Ms. C. Wengle at 967-1212, ext. 3205.
Mon., Tues. and Wed. 6 to 10 p.m.
100 Cherry Street
12 hours Fee: $60.00 Material Fee: $25.00
Dates: Continuous. • **TRAN 801**

Transport Driver Training Course

Prerequisite: Classified licence holder.
This course covers the following topics: orientation; professional standards; and documentation in truck transportation. The course is designed to introduce the student to the importance of driver documentation.
For more information about this course call Ms. C. Wengle at 967-1212, ext. 3205.
Tues., Wed. and Thurs. 6 to 10 p.m.
100 Cherry Street
12 hours Fee: $60.00
Dates: Continuous. • **TRAN 802**

Post Diploma Nursing Certificates

R.N. Critical Care Nursing

Nightingale Campus
Prerequisite: Current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer (Heart & Stroke Foundation); medical; attendance at an information/selection session.
The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families.
The program is organized in two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, the student will build upon the core concepts and focus upon the unstable, critically ill individual suffering from complex, multisystem problems. Students will normally complete Phase I in two semesters and then return for Phase II the following academic year. Students who have been working in an acute care setting (Medical Surgery Unit) for at least one year are eligible to apply for admission into the program.
Theory includes:
– advanced anatomy and physiology of the vital systems (i.e., cardiovascular, respiratory, renal, nervous and endocrine)
– pathology of selected diseases including medical assessment and management
– systematic nursing assessment of all body systems
– use of nursing process in the critical care setting
– relevant medical-moral issues
– legal aspects of critical care nursing
– ways to promote communication and group process and prevent stress and burn-out
Clinical practice is arranged in one of the downtown Toronto hospitals. This program is also offered full-time in September and February.

The Part Time Critical Care Program is offered each September. For more information, call Nozlin Allidina at 967-1212, ext 4231. • **NU 400**

Phase I Winter Schedule

(began Sept. 88)

Theory (Sunnybrook)
Thursdays, 8 a.m. to 3 p.m.
January 5 to March 23, 1989

Clinical (Hospital to be posted)
Monday – Friday, TBA

NOTE: PHASE I courses are taught as an integrated program and students are therefore asked to register for all four courses at the same time.

Critical Care Nursing: Theory and Labs — General

Corequisites: CCN 401X, HUMN 402X, CCN 402X.
Provides the basic theory and skills needed by a registered nurse caring for a critically ill patient. A holistic approach is used emphasizing interventions and their effects on related systems. Other topics covered include: stress, biodynamics and the nursing process. • CCN **400X**

Critical Care Nursing: Pathotherapeutics

Corequisites: CCN 400X, HUMN 402X, CCN 402X.
An examination of the core concepts of biodynamics, stress, adaptation and deviation as they relate to the vital systems.
Relevant anatomy, physiology, pathophysiology are taught, as well as assessment, diagnostic and therapeutic methods. • CCN **401X**

Nursing Issues and Values

Corequisites: CCN 400X, CCN 401X, CCN 402X.
A practical course in understanding and dealing with people. Learn communication techniques, listening skills, non-verbal cues and assertiveness and practice these skills in class. The section on value systems involves the study of ethical and moral issues in nursing today. Relevant laws and the issues of truth, confidentiality and consent are also discussed. • **HUMN 402X**

Critical Care Nursing: Practicum — General

Corequisites: CCN 400X, CCN 401X, HUMN 402X.
A clinical application of the theory and skills acquired in Critical Care Nursing: Theory and Labs. Supervised care is given to selected patients whose condition is relatively stable.
• CCN **402X**

Phase II

Critical Care Nursing: Theory — Advanced

Through case studies and work in the clinical laboratory, the registered nurse develops the knowledge and skills to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting. Specific topics include: a more in-depth study of the core concepts, analysis of relevant case studies, pathophysiology, assessment, medical and nursing interventions, principles of leadership and the opportunity to develop teaching skills. Time is provided for independent study. • CCN **403X**

Critical Care Nursing: Practicum — Advanced

Enrolment is limited to 10 so please register early.
Prerequisites: Successful completion of all Phase I courses and CCN 403.
The clinical application of the theory and skills acquired in Critical Care Nursing: Theory — Advanced. Care is given to patients who are critically ill with multisystem problems and who require sophisticated assessment and supportive tools. • CCN **404X**

R.N. Perinatal Intensive Care Nursing

Prerequisites: Current certificate of competence, College of Nurses of Ontario; out-of-province students must be eligible for registration in Ontario; current nursing experience in the area of perinatology (i.e. obstetrics, nursery, NCU.) is an advantage. Basic Rescuer (Heart & Stroke Foundation), medical; attendance at an information/selection session.
This program trains the registered nurse to provide comprehensive care to critically ill newborns in an intensive care setting and to provide support to their families.

Theory includes:
– current concepts of perinatal nursing and high risk pregnancy
– care required prior to and during transportation of the newborn
– intervention available to critically ill infants with specific neonatal problems (genetic, congenital, respiratory)
– emotional care to the family of the high risk newborn and to the health care provider

Practicum includes:
– participant observation in high risk labour and delivery and antepartum units
– total care of the critically ill newborn including assisted ventilatory care
– use of advanced monitoring and diagnostic equipment
– operating room observation with pre- and post-op care
– blood sampling and intravenous insertion experience
– participation with the transport team
– laboratory and x-ray interpretation
– care of the family of the critically ill infant
Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
A certificate is awarded upon successful completion of all four courses.
The program is also offered on a full-time basis, starting in *September*. For more information and interview dates, call Heather Urquhart at 967-1212, ext. 4236. • **NU 406**

Perinatal Nursing Theory

To be offered Fall, 1989

Perinatal Nursing: Clinical

This course involves observation in labour and delivery and antepartum units and provides an opportunity to consolidate the knowledge acquired in the perinatal theory course.
The second part of the clinical experience provides an opportunity for students to work with stable, ill infants. Practice will focus on such things as: newborn physical assessment; use of monitoring equipment; nutritional and fluid management; oxygen therapy; interpretation of iron values; blood sampling; and working with families of neonates.
Mon. to Fri. (Shifts 'B.B.A.) Nightingale Campus
105 hours Fee: $131.25
January 30 to March 3 • **PER 401X**

Neonatal Intensive Care Nursing: Theory

This course covers management of the unstable, critically ill neonate. Course content focuses on comprehensive nursing management; neonatal transportation; surgery of the newborn; congenital defects; perinatal genetics; respiratory problems; ventilation techniques; x-ray interpretation; follow-up care; care of the chronically ill neonate, and bereavement.

Thurs. 9 a.m. to 4 p.m. Nightingale Campus
75 hours Fee: $93.75
March 2 to May 25 • **PER 402X**

Neonatal Intensive Care Nursing: Clinical

To be offered Spring 1989.

R.N. Operating Room Nurse

Prerequisites: As for R.N. Critical Care Nursing.
This program prepares R.N.s to function competently as team members in an operating room.
The program is organized in three phases. Phase I consists of six weeks of theory and labs including:

- relevant anatomy and physiology
- principles of asepsis
- duties of scrub and circulating nurses
- intensive study of surgical interventions, their indications and complications.

Phase II is an 8 week practicum. During this time, the student rotates through several services, including: general surgery, gynecology, urology, E.N.T., orthopaedics, plastics, opthalmology, and observes in neurosurgery and cardiovascular surgery.

Clinical practice is arranged in one of the downtown Toronto hospitals.
Phase III focuses on consolidation and introduces organizational behaviour to prepare nurses to function as first level supervisors. Topics covered include: management theory based on a behavioural human relations framework, and an exploration of research methodology.
A certificate is awarded upon successful completion of all courses.

This program is normally offered full-time in September and February. It may be offered part-time, based upon demand. For more information please call Virginia Pollock at 967-1212, ext. 4231.

CITY CPR CENTRE

You are faced with a life-threatening situation. Someone is suffering from a heart attack, drowning, electrocution, or accident. Are you prepared? The City C.P.R. Centre offers a variety of C.P.R. and First Aid courses to meet the needs of the general public and helping professions. Invest as little as 4 hours to buy some peace of mind.
Students must register at least one week prior to the start date of the course.
All of the courses involve some degree of physical contact with fellow students.
All C.P.R. and First Aid courses result in certification from the Heart and Stroke Foundation of Ontario and/or Canadian Red Cross unless specified.

General Public

Infant and Child CPR

Developed in collaboration with the Poison Information Center and Family Information Center of The Hospital for Sick Children. Children and accidents seem to go together. That's why we offer courses in Infant/Child C.P.R.
Learn: C.P.R. techniques for infants and children — child safety — poison prevention — how to child-proof your environment — ways to use community emergency resources — and more!!
Nightingale Campus
4 hours Fee: $20.00
Mon. 6 to 10 p.m.
January 16, 30 / February 6, 20
March 6, 20 / April 3, 17
Sun. 1 to 5 p.m.
January 22 / February 19
March 19 / April 16 • **CPR 905**
Note: Courses can be run in your home or organization (minimum enrollment 6 people). We also offer Infant/Child C.P.R. course especially designed for the daycare setting.

Managing Basic Child Care Emergencies: A Workshop for Nannies

The City C.P.R. Centre provides workshops designed for nannies working with young children. The purpose of these workshops is to provide the knowledge and skills required to assess and manage basic child-centered home emergencies such as bleeding, blocked airways, shock and poisoning. The workshop covers emergency first aid and Infant/Child C.P.R. Certification should be renewed yearly.
Nightingale Campus
10 hours Fee: $15.00 Material Fee: $20.00
Wed. 6:15 to 9:30 p.m.
January 11, 18, 25 or March 8, 15, 22 or
Fri. 6 to 9 p.m. and Sat. 9 a.m. to 4 p.m.
February 17, 18 or April 14, 15 • **CARE 911**

Heartsaver

Set aside some time, bring a friend or a spouse, and learn to become a Heartsaver. Learn what a heart attack is, how to recognize it and what actions to take. One-rescuer C.P.R. and emergency skills for choking will be featured.
Nightingale Campus
4 hours Fee: $15.00
Sun. 1 to 5 p.m.
January 22 or February 19 or
March 19 or April 16 • **CPR 901**

Managing Basic Emergencies

The City C.P.R. Centre provides courses designed to help people deal with life threatening emergencies. The knowledge and skills are acquired to help students deal with emergencies such as bleeding, choking, shock and poisoning. Discussion involves heart disease, heart attack, how to recognize it and what to do about it. One rescuer adult C.P.R. and emergency skills for the choking adult will be featured. This course is especially useful for those in the business setting. The workshop covers Emergency First Aid and the Heartsaver program. Certification should be renewed yearly.
Nightingale Campus
10 hours Fee: $15.00 Materials Fee: $20.00
Wed. 6:15 to 9:30 p.m.
February 8, 15, 22 or April 5, 12, 19 or
Friday 6 to 9 p.m. and Sat. 9 a.m. to 4 p.m.
January 20, 21
March 17, 18 • **CARE 912**

First Aid — Standard

Provides students with knowledge and skills in standard first aid procedures according to the guidelines established by the Canadian Red Cross Society. Certification is valid for 3 years.
Nightingale Campus
15 hours Fee: $22.50 Materials: $15.00
Sat. & Sun. 9 a.m. to 5 p.m.
January 28, 29 or February 25, 26
or April 1, 2 or April 29, 30
Thurs. 5:15 to 9:30 p.m.
February 2, 9, 16, 23 or
April 6, 13, 20, 27 • **HEAL 102X**

Advanced First Aid

Prerequisite: Must have completed the Red Cross Standard First Aid and have a curren Basic Rescuer certificate.
This 40 hour course follows the guidelines of the Canadian Red Cross. It is designed for the First Aider who wishes to expand the knowledge and skills learned in the Standard First Aid course and/or who wishes to go on to become a First Aid Instructor. All registrants must contact Sheryl Wallis 971-8812 to receive pre-course material.
Nightingale Campus
40 hours Fee: $60.00 Materials: $50.00
Fri. 5:30 to 9:30 p.m. and
Sat. & Sun. 9 a.m. to 5 p.m.
April 21, 22, 23 and May 5, 6, 7 • **HEAL 901**

When to Call Your Child's Doctor

Your 2 year old wakes up at night with the croup. The baby has developed a fever. Your child returns home from daycare with a note that reads "Chicken pox". What do you do? We have designed a course to help parents recognize and treat common childhood illnesses and injuries. Emphasis will be placed on what signs and symptoms warrant a trip to the doctor.
Nightingale Campus
10 hours Fee: $15.00
Tues. 6:15 to 9:30 p.m.
February 7, 14, 21, or April 4, 11, 18 • **KIDS 901**
Note: This is not a certificate course.

For information about any of our C.P.R./First Aid courses please call Sheryl Wallis at 971-8812.

For the Helping Professions

Neonatal Resuscitation

This course is designed to update skills and knowledge in the principles and procedures of neonatal resuscitation. Course content includes: transition to extrauterine life; acid/base balance; predisposing maternal/fetal conditions; neonatal conditions requiring resuscitation; infant resuscitation (delivery room, nursery); advanced life support; and an infant resuscitation practice session. This course is available at Nightingale Campus or on-site at clinical locations. To arrange a course at your institution (min. enrollment of 10) please contact Sheryl Wallis at 971-8812.
15 hours Fee: $22.50 Material Fee: $10.00
Mon. and Tues. 9 a.m. to 4:30 p.m.
March 6, 7 • **NEO 900**
Note: This is not a certificate course.

Neonatal Resuscitation Update

This course is designed to review the skills and principles covered in NEO 900. Neonatology is a rapidly progressing field and new trends in perinatal resuscitation will be examined. The course involves some independent study. This course is available at Nightingale Campus or on-site at clinical locations. To arrange a course at your institution (min. enrollment of 10) please contact Sheryl Wallis at 971-8812.
10 hours Fee: $15.00 Material Fee: $10.00
Tues. 8:30 a.m. to 6:30 p.m.
March 7 • **NEO 901**
Note: This is not a certificate course.

First Aid Instructor Training

Prerequisite: Must have completed the Red Cross standard first aid course within the three-month period prior to the course; and must have current Basic Rescuer Certificate.
This course is designed to prepare students to develop and teach Standard and Emergency First Aid courses according to the guidelines and standards of the Canadian Red Cross Society.
Nightingale Campus
20 hours Fee: $30.00 Material Fee: $20.00
Fri. 5:30 to 9:30 p.m. and
Sat. and Sun. 9 a.m. to 5 p.m.
April 7, 8, 9 • **HEAL 900**
Note: All registrants must contact Sheryl Wallis at 971-8812 to receive precourse material.

Cardiopulmonary Resuscitation — Basic Rescuer

Basic cardiac life support (BCLS) is a first aid procedure performed by trained professionals. It is a component of Emergency Medical System (EMS). The course covers the concepts of basic life support measures in emergency cardiac care and psychomotor skills of cardiopulmonary resuscitation with adults, children or infants in pulmonary and/or cardiac distress. It follows guidelines set by the Canadian Heart & Stroke Foundation. Certification is valid for one year only.
Nightingale Campus
12 hours Fee: $18.00 Materials: $10.00
Tues. and Thurs. 5:30 to 9:30 p.m.
January 10, 12, 17 or 24, 26, 31 or
February 7, 9, 14 or 21, 23, 28 or
March 7, 9, 14 or 21, 23, 28 or
April 4, 6, 11 or 18, 20, 25
Fri. 5:30 to 9:30 p.m. and
Sat. 9 a.m. to 5:00 p.m.
January 13, 14 or February 17, 18 or
March 10, 11 or April 7, 8
Sat. and Sun. 9 a.m. to 4.p.m
January 28, 29 February 25, 26
April 1, 2 April 29, 30 • **CPR 902**

Cardiopulmonary Resuscitation — Basic Rescuer — Extended

This 16 hour course covers the knowledge and skills outlined in CPR 902. Extra time is allowed to discuss the theory and concepts as well as time to practice the psychomotor skills involved. Guidelines from the Canadian Heart & Stroke Foundation are followed. Certification is valid for one year only.
Nightingale Campus
16 hours Fee: $24.00 Materials: $10.00
Fri. 5:30 to 9:30 p.m. and
Sat. and Sun. 9 a.m. to 4:00 p.m.
February 24, 25, 26 or
April 21, 22, 23 • **CPR 902E**

Cardiopulmonary Resuscitation Basic Rescuer Recertification

Prerequisite: Ontario Heart & Stroke Foundation Basic Rescuer Certification. Proof of currently-valid certificate must be presented at the first class. Certification is valid for one year only.
Course Content: This course reviews and updates material and methods presented in the Basic Rescuer course and recertifies holders of this certification.
Nightingale Campus
10 hours Fee: $15.00 Materials: $10.00
Mon. and Wed. 5:00 to 10:00 p.m.
January 16, 18 or February 13, 15 or
March 13, 15 or April 10, 12
Fri. 6 to 9 p.m. and Sat. 9 a.m. to 4 p.m.
January 20, 21 or February 17, 18 or
March 17, 18 or April 14, 15 • **CPR 903**

C.P.R. Instructor Training

Prerequisite: Must have completed Basic Rescuer within the three-month period prior to the course, and must be well-versed in modalities. Course Content: This course is designed to prepare students to teach the general public and health professionals the knowledge and skills of C.P.R. Focuses on adult education and course development.
Nightingale Campus
18 Hours Fee: $27.00 Materials: $15.00
Fri. 6 to 9 p.m., Sat. and Sun. 9 a.m. to 5 p.m.
January 13, 14, 15 or March 3, 4, 5 or
April 7, 8, 9 • **CPR 900**
Note: All registrants must contact Sheryl Wallis at 971-8812 to receive precourse material.

C.P.R. Instructor Recertification

This course reviews and updates material covered in the C.P.R. instructor course. Required by all instructors on a yearly basis to renew their certification with the Heart & Stroke Foundation of Ontario. The course involves some independent study.
Nightingale Campus
10 hours Fee: $15.00
Sat. 9 a.m. to 7 p.m.
February 4 or April 1 • **CPR 907**
Note: All registrants must contact Sheryl Wallis at 971-8812 to discuss precourse preparation.

Update II: A Professional Development Workshop for Certified C.P.R. and First Aid Instructors

This course is developed in conjunction with the Canadian Red Cross – Toronto Branch to discuss current issues and concerns of first Aid and CPR instructors. Our theme for 1989 is "Communication is the Key".
10 hours Fee: $15.00 (includes Saturday lunch and coffees) Materials: $15.00
Sat. 9 a.m. to 5 p.m.
Sun. 9 a.m. to 1 p.m. • **CPR 906**
For more information call Sheryl Wallis at 971-8812 or Jocelyn Stoate at 480-2500.

Women's College Hospital & George Brown College announce development of a collaborative program for Childbirth Educators

This Program is of interest to people who have completed post-secondary education and have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience.

Entrance requirements include:
- evidence of post-secondary training
- attendance at an interview/information session
- a résumé

New courses begin January 89

***For more information, please call* Jackie Salmona at 967-1212, ext. 4229.**

R.N. Rehabilitation Nursing

Prerequisites: Current certificate of competence, College of Nurses of Ontario, and one year of nursing experience.
This two-part program is designed to provide the R.N. with the basic skills and knowledge needed to care for physically disabled individuals or those with long-term health care needs.

Rehabilitation Nursing: Theory

Provides the basic theoretical knowledge needed by the R.N. to work with physically disabled individuals or those with long-term health care needs. Students develop a personal philosophy of rehabilitation, and identify and apply the principles of adult learning and change theory. Other topics include: the assessment of common physical and psychosocial needs of the long-term patient, the application of the principles of rehabilitation nursing to neurology, long-term illness, orthopaedics and opthalmology is stressed.
Wed. 6 to 9 p.m. Nightingale Campus
60 hours Fee: $90.00
January 4 to May 17 • **REHN 401**

Rehabilitation Nursing: Practicum

An opportunity for the R.N. to apply theory and gain practical clinical experience caring for physically disabled individuals or those with long-term health care needs.
60 hours Fee: $90.00
Spring 1989
Dates and Placement to be arranged in consultation with the Program Co-ordinator • **REHN 400**

R.N. Occupational Health Nursing

The Collaborative Community College Program for Occupational Health Nurses

Prerequisites: Current Ontario certificate of competence and one year of accumulated experience in nursing within the last five years. Preference is given to nurses currently employed in occupational health nursing. For more information call Jackie Salmona at 967-1212 ext. 4229.
This winter, George Brown College is scheduled to offer two of the ten courses in this program.
• **NU 408**

Occupational Hygiene Health Surveillance

The focus of this course is an evaluation of environmental factors or stresses in the workplace as they relate to the control of work injuries and/or impaired health. These include hazards such as chemicals and physical agents, biological materials, radiation and extremes of pressure, temperature and humidity. Incorporated into the content is health surveillance practices for employees working at risk. Emphasis is on health control measures, the physiological and psychological effects of exposure, and recommended health and safety practices.
Wed. 6 to 9 p.m. Nightingale Campus
45 hours Fee: $67.50
January 11 to April 19 • **NURS 917**

Counselling and Health Education

This course focuses on counselling and health education in the occupational health setting. Emphasis is on further development of communication/counselling skills and on the development of health education programs for special needs. Included are the principles of the teaching and learning process – especially as they relate to adults. Available community resources and methods of referrals are discussed.
Tues. 6 to 9 p.m. Nightingale Campus
45 hours Fee: $67.50
January 10 to April 18 • **NURS 930**

Family Practice Nursing

Family Practice Nursing

Designed to broaden the knowledge of R.N.s working in family practice settings. Classes in the first half of the course cover such topics as: interviewing, taking a history, telephone assessment skills, drugs commonly used in family practice, nutrition update, and basic diagnostic imaging procedures. The second half of the course deals with the theory and process of health education and includes seminars related to health maintenance.
Thurs. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $36.00
April 6 to June 22 • **NURS 948**

Added Skills

Body Systems Update: Conditions, Tests, Procedure

Prerequisite: R.N.
This course is designed to provide the Registered Nurse with a comprehensive review of the body's major systems: Cardiovascular, Respiratory, Renal, Endocrine and Neurological. Course content includes:
- Review of Anatomy and Physiology of above systems
- Fluids and Electrolytes
- Arterial blood gases
- Management of patients with the following conditions: diabetic and nonketotic hyperosmolar coma, hypercalcemia, myocardial infarction, tracheostomies, airways, fluid and electrolyte imbalances
- Interpretation of arterial blood gases, CBC, PT, PTT, electrolytes
- Nursing care of patients undergoing diagnostic tests such as CT scans, lung scans, magnetic resonance imaging, angiograms
- Discussion of Hickman and Porto Cath lines.

Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $54.00
January 10 to March 28 • **NURS 951**

Cardiac Monitoring

Certificate in Cardiac Monitoring

The purpose of this 2-part certificate is to provide members of the health care team with the skills and knowledge necessary to analyse and interpret arrhythmias and 12-lead electrocardiograms.

Part I

Interpretation of Arrhythmias

To be offered Fall, 1989

Part II

12-Lead ECG: Analysis and Interpretation

Prerequisites: Registered nurse, a recent basic course in arrhythmias and/or recent experience in working with cardiac monitors.
An advanced course in the analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms. Topics include: a study of the heart and its electrical activity, myocardial ischemia and infarction, ventricular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, abberancy, myocardial aneurysm, electrolyte abnormalities and drugs. The course includes practical work, quizzes and a final exam.
Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $54.00
January 31 to April 18 • **NURS 933**

Physical Assessment Series

Physical Assessment

Prerequisite: Current certificate of competence, College of Nurses of Ontario.
Assists the R.N. in developing basic skills in the physical assessment of adults. The course uses a systems approach to physical examination and looks at patient care from a problem-solving approach. Recognition of the range of normal findings is emphasized with some discussion of common abnormalities and a review of taking histories and recording. Lectures are augmented by demonstrations of techniques, and each class includes a practice session in which every student is expected to participate. In-depth review of relevant anatomy and physiology is the student's responsibility.
Tues. 6:30 to 9:30 p.m. Nightingale Campus
36 hours Fee: $54.00
January 10 to March 28 • **NURS 931**

Pediatric Assessment

Prerequisite: Registered nurse.
Developed in cooperation with the Hospital for Sick Children, this course provides nurses with the basic skills needed in the physical assessment of children from birth through adolescence. Recognition of the range of normal findings is emphasized. Lectures, demonstrations and practice sessions are used to present material.
Tues: 5 to 8 p.m.
Classes at Hospital for Sick Children
— Register at Casa Loma Campus
36 hours Fee: $54.00
April 4 to June 20 • **NURS 946**

AIDS and the Nursing Profession

Prerequisite: R.N. or R.N.A.
This course is designed to assist the R.N. and R.N.A. in caring for the patient with a diagnosis of AIDS, ARC, or HIV sero-positive. The nurse further develops pre-existing psycho-social skills in dealing with families and friends of AIDS patients. The nurse develops a systematic approach in developing a complete nursing care plan thay may be used by the patient in the hospital and/or community.
Tues. 6 to 9 p.m. Nightingale Campus
24 hours Fee: $36.00
January 24 to March 14 • **NURS 929**

Pharmacology for Registered Nurses

Allows registered nurses to update their knowledge of pharmacology. After a review of the basics of pharmacology, the topics covered include: sources of information about drugs, classification of drugs into groups, a study of the groups according to their effect/action, uses, side and toxic effects, and the implications for administering the drug. Material is presented through lectures, discussions and individual study.
Mon. 6 to 9 p.m. Nightingale Campus
45 hours Fee: $67.50
January 9 to April 17 • **PHAR 900**

R.N. Examination Review

Assists graduate nurses in preparing to write the nurse registration examinations in Ontario. In a seminar format, students review the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing. Students are given guidelines on how to write multiple choice examinations and get practice writing comprehensive tests similar to the provincial registration examinations.
Mon. and Thurs. 6 to 9 p.m. Nightingale Campus
54 hours Fee: $81.00
March 9 to May 15 • **NURS 927**
Note: No classes week of March 20.

Registered Nursing Assistants

R.N.A.: Physical Assessment

Prerequisite: Current certificate of competence as an R.N.A. in Ontario.
This course assists R.N.As in developing basic physical assessment skills with adult patients. The course covers recognition of the range of normal findings with some discussion of common abnormalities. Prior to class, R.N.As are expected to have reviewed basic anatomy and physiology. Classes include history-taking, recording, and a systems approach to physical examination. Practical sessions are included.
Mon. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $45.00
January 9 to March 13 • **NURS 952**

R.N.A.: Administration of Medications

Enables registered nursing assistants to meet the minimum level of competence in the administration of medications as outlined in the April 1983 Standards of Nursing Practice for Registered Nurses and Registered Nursing Assistants. Discussion of the theory involved includes: control, types and uses of medications, actions and effects of medications, drug classification, preparation and methods of administration, and reporting, recording and transcribing a physician's written order for medications. Practical experience in a clinical setting includes: self-study, the use of independent learning packages, testing and participant observation.
Wed. 5:30 to 9 p.m. Nightingale Campus
52 hours Fee: $78.00
January 18 to April 26 • **NURS 404**

R.N.A.: Surgical Aseptic Procedures

Prerequisite: Current Ontario certificate of competence as a registered nursing assistant or proof of eligibility.
Enables registered nursing assistants with a variety of nursing experiences to meet the minimum level of competence in surgical asepsis as outlined in the April 1983 Standards of Nursing Practice for Registered Nurses and Nursing Assistants. The 20 hours of theory include: the basic elements of microbiology, body defence mechanisms, the principles of surgical asepsis and their application, patient teaching, and appropriate reporting and recording. Sixteen hours of simulated practice increase competence in surgical asepsis procedures and related activities. Independent learning packages are used to help master psychomotor skills.
Thurs. 5:30 to 8:30 p.m. Nightingale Campus
36 hours Fee: $54.00
January 12 to March 30 • **NURS 945**

Continuing Education for Denture Therapists

Dental Technology

Dental Technology Certificate Programs
George Brown College is pleased to announce a new series of evening programs in dental technology. The programs include:
— Certificate in Partial Dentures
— Certificate in Full Dentures
— Certificate in Orthodontics
— Certificate in Crown & Bridge and Ceramics
Each program is comprised of a number of required courses plus a set of elective courses. The electives determine individual certificates.

Required Courses

Language and Communication ENG 106X
Human Relations HR101X
Oro-Facial Anatomy ANAT 102X
Occlusion DENT 926
Dental materials DENT 922

Electives

Complete Dentures: Part I
Complete Dentures: Part II
Orthodontics: Part I
Orthodontics: Part II
Introduction to Crown & Bridge and Ceramics: Part I
Introduction to Crown & Bridge and Ceramics: Part II
Partial Dentures: Part I
Partial Dentures: Part II

The Programs are designed to upgrade the skills and knowledge of people currently working in the field. Successful graduates of the Certificate programs may want to continue their training by applying to take the full-time Diploma program in Dental Technology. Required courses correspond to the material covered in the full-time program and students successfully completing these courses may apply for advanced standing. The elective courses are designed as introductory courses and are not direct equivalents to the full-time laboratory courses. Students accepted into the full-time program may, however, apply for a partial exemption based on grades and skill level.

Admission requirements: Applicants must be employed in a dental laboratory, or must have received permission from the course instructor. While students may be accepted into individual courses, preference will be given to those students who enrol in a full Certificate program.

If you are considering entering a Certificate Program in 1988, Please register early for pre-requisite courses such as Oro-Facial Anatomy and Dental Materials.

Crown & Bridge and Ceramics: Part II

Prerequisite: Part I. Acceptance only on recommendation by the instructor.
This course builds on the knowledge and skills developed in Part I. Students are introduced to the manipulation of porcelain and complete such projects as single and multiple units of porcelain fused to metal, as well as porcelain jacket crowns.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $90.00 Materials: $75.00
January 11 to May 24 • **DENT 949**

Full Dentures: Part II

Prerequisite: Part I. Admission only on the recommendation of the instructor.
This course builds on the skill and knowledge acquired in Part I. Students focus on articulators, articulator movement and mounting casts; esthetics-phonics; flasking, packing, processing and recovering; remount techniques; rebasing complete dentures; and denture repair.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $90.00 Materials $75.00
January 11 to May 24 • **DENT 945**

Orthodontics: Part II

Prerequisite: Part I. Acceptance only on the recommendation of the instructor.
This course continues to build on skill and knowledge acquired in Part I. Students fabricate mouth guards; repair orthodontic appliances; articulate using a face bow on the Hannu articulator; focus on set ups and balanced occlusion (upper and lower); and correct upper dentures with clear palate.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $90.00 Materials $35.00
January 11 to May 24 • **DENT 947**

Dental Materials

Prerequisite: Currently working as a dental technician or dental auxiliary.
Theory and practice in the selection and manipulation of dental materials used in dental laboratory technology. Topics include: specifications of various dental materials, physical and mechanical properties, biophysical application of dental materials, the nature of metals and alloys, impression materials, gypsum products, waxes, gold and its alloys, base metal alloys, plastics and porcelain in dentistry, and casing investments.
Mon. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $67.50 Materials: $25.00
January 9 to April 17 • **DENT 922**

Physiology of Occlusion

The basic principles of gnathology and the stomatognathic system are covered. Other topics covered include: various types of articulators, their functions and limitations, the facebow and other accessories, physical factors of the determinants of both static and dynamic occlusion, and the synergism of the components of the masticatory process.
Mon. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $67.50
January 9 to April 17 • **DENT 926**

Oro-Facial Anatomy

Through lectures and laboratory sessions, topics introduced include: basic dental terminology, major notation systems, the development, structure, form and function of teeth, eruption chronology, functional relationships between teeth and supporting structures, and dental anomalies and variations.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $67.50
January 11 to April 17 • **ANAT 102X**

Continuing Education for Dental Technicians

Roundhouse

Prerequisites: Currently working as a dental technician with experience in the areas outlined below.
Designed specifically for those attempting the provincial registration examinations. Preference is given to students who show a letter or receipt as proof of acceptance as candidates for the registered dental technicians examination. Instruction and projects cover the following topics: complete and partial denture construction, crown and bridge work, and orthodontics.
Instructor: S. Gera.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $90.00 Material Fee: $35.00
January 11 to May 24 • **DENT 906**

R.D.T. Examination Preparation Course

Through a series of Saturday sessions, students are able to complete a mock R.D.T. examination. The course is designed for those who are registered to write this Spring and all applicants must show proof of registration.
All students must supply all their equipment.
Fri. 6:30 to 9:30 p.m.
January 20
Sat. and 2 Sun. 8 a.m. to 5 p.m.
January 21, 22 - 28, 29 Casa Loma Campus
36 hours Fee: $54.00 Material Fee: $35.00
• **DENT 937**

Inlays: A seminar in Theory and Application

Prerequisite: N.D.E.B. Application and an acceptance letter from the instructor.
This seminar covers the manufacturing process of gold occlusal inlays and includes: design, waxing, spruing, investing, casting and trimming, as required for the N.D.E.B. Students are required to wear lab coats and to bring all hand tools, investment rings and screws.
Fri. 6:30 to 9:30 p.m.
Sat. and Sun. 9 a.m. to 5 p.m. Casa Loma Campus
15 hours Fee: $100.00
February 17, 18, 19 • **DENT 800**

Dental Technology Workshops

Introduction to Basic Design Principles in Orthodontics

Prerequisite: Currently working as a dental technician.
Techniques for manipulating and soldering various gauges of wire as well as the fabrication of band spacers. Other topics include: an overview of the use of Hawley retainers, universal and single coil rings, and expansion screw retainers.
A removable orthodontic appliance finished in acrylic, and a simple fixed orthodontic appliance.
Instructors: Ewald Rathawn, Bill Vanevans.
Fri. 6 to 10 p.m. and
Sat. 9 a.m. to 5 p.m. Casa Loma Campus
12 hours Fee: $134.00
February 10 and 11 • **DENT 928**

Introductory Psychology

Prerequisite: Grade 12 with two senior sciences.
This course provides an introduction to psychological theory and patient management for dental auxiliaries.

Psychological theory – historical background, methods used to study behaviour; biological bases of behaviour; learning; motivation and emotion; perception; development, language and thought; altered states of consciousness; introduction to social psychology; personality; abnormal psychology. Patient management – communication; role behaviour; first impressions; interviewing response and evaluation education, motivation and persuasion; building a good dental health team; conflict management and problem-solving.
Sat. 9 a.m. to 12 noon Casa Loma Campus
45 hours Fee: $67.50
January 7 to April 15 • **PSY 171**

Dental Assisting Certificate

This program is offered jointly by the Health Sciences Division, Continuing Education Departments of George Brown and Seneca Colleges. It enables a working dental assistant to complete the required courses for a certificate in dental assisting in three years. Every course is offered over the three year period. Students should only take some of the subjects in any year, with the goal of completing the program in a maximum of five years.
Prerequisites: Applicants should have an Ontario Secondary School Graduation Diploma with grade 11 or 12 credits in biology and chemistry, or the equivalent, and typing at 30 w.p.m.

Applications should be received before November 14, 1988 and must include a letter from an employer-dentist. Incomplete applications will not be processed.

The following courses must be completed to obtain the certificate:
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-clinical Techniques PCT 101X
Dental Materials - Part I DENT 106X
Dental Materials - Part II DENT 107X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X

Dental Assisting students who are eligible to graduate in the current academic year must apply in writing including proof of eligibility (ie. Transcripts Attached). Application for Graduation forms are available from Anita Madrus at the Casa Loma Admissions Office, 967-1212, ext. 2442.

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Human Biology

This course provides an instruction to basic anatomy and physiology with a particular emphasis on body systems. Course content focuses on normal physiological mechanisms and is designed to prepare students for the study of specific dental sciences.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $56.25
January 11 to April 19 • **BIO 102X**

Language and Communication

This course focusses on practical language and communications skills. Students learn how to produce office business letters, describe the steps in problem solving, do oral and written presentations and evaluate the effectiveness of their presentations.
Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $56.25
January 12 to April 20 • **ENG 193**

Dental Materials Part II

Prerequisite: Currently working as a dental assistant.
Theory and practice in the selection and manipulation of dental materials used in dental laboratory technology. Topics include: specifications of various dental materials, physical and mechanical properties, biophysical application of dental materials, the nature of metals and alloys, impression materials, gypsum products, and casing investments, waxes, gold and its alloys, base metal alloys, plastics and porcelain in dentistry.
Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $90.00 Materials: $25.00
January 9 to May 29 • **DENT 107X**

Continuing Education for Dental Assistants and Hygienists

Dental Radiography

Prerequisite: Working in a dental office.
Corequisite: Students will be required to successfully complete the Oro-Facial Anatomy - Biology Modules prior to commencing the skill development portion of this course.
This theory and practical course is designed to review the principles and application of dental radiography. The course will focus on radiation safety measures followed by skill development in short cone bisecting and long cone paralleling techniques.
Please Note: This is *not* a credit course for the Dental Assisting Certificate but will provide *H.A.R.P. certification.*
Wed. or Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $90.00
January 11 or 12 to May 24 or 25 • **DENT 933**

Graphic Design Diploma Credits

The Visual Arts Department offers part-time credit courses in the Graphic Design program. Credits obtained part-time are transferable to the full-time diploma program.
Courses are offered in segments to equalize the hours per semester of the full-time program. Students develop their skills in graphic design and advertising arts to the highest level of competence. Upon graduation, students can begin their career as a junior artist and progress to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.
All applicants must submit a portfolio of five to ten samples and pass an art test. Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks before the course starts. Graduates receive a diploma after completion of the program.
These courses may be taken as non-diploma, in which case an interview and an art test are not necessary.
Note: These courses run for two semesters. Students who have completed Semester I may register for Semester II in January.
For more information, call the Visual Arts Department at 967-1212, ext. 3401 or 3318.

Drawing Research

Drawing exercises are carried out in various media using still life objects. The emphasis is on line, proportion, shading and textures in both negative and positive form. Perspective is taught in relation to interior renderings and outdoor sketching.
Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00
January 9 to April 10 • **DRAW 120X**

Life Drawing

A traditional approach to drawing based on the human figure. Topics include: understanding attitudes, positions and movements using contour, gesture, diagrammatic and progressive drawing.
Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00
January 10 to April 11 • **LIFE 121X**

Lettering

A thorough exposure to lettering, beginning with its history, terminology and current usage.
Practical work is stressed, starting with pencil and proceeding to pen, brush and marker. The emphasis is on devising letters to indicate special effects.
Two Semesters Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00
January 11 to April 12 • **LETT 122X**

Design

All aspects of two-dimensional design are examined. Geometric and free shapes are used in projects involving point, line, contrast, texture, etc. Design theories are discussed in conjunction with the practical projects. Some basic advertising layouts are developed.
Two Semesters Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $63.00
January 12 to April 13 • **DES 123X**

Illustration

An introduction to basic illustration techniques such as pencil and pen shading, and drawing faces, hands, etc. From these basic exercises, advance to commercial applications using various media.
Two Semesters Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00
January 11 to April 12 • **ILLS 128X**

Studio Graphics

This course is the second semester of MECH 126X — Mechanicals.
Design a newspaper ad using a felt pen for rendering and then produce a finished mechanical drawing. Additional design projects using the same techniques are assigned.
One Semester Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00
January 10 to April 11 • **STGR 130X**

Typographical Design

Study the ordering and application of suitable typefaces, including basic measurements and copyfitting and apply this knowledge to designing with actual type. Felt-tip marker indication is stressed.
Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00
January 10 to April 11 • **TYPO 129X**

Marker Rendering Techniques

An extensive study beginning with the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques are thoroughly explored.
Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00
January 9 to April 10 • **MRK 131X**

Career Oriented Courses

Note: Students may have to purchase additional supplies in some courses.

Advertising Design Basic

Prerequisite: An interest in art.
Study the theories of commercial art and graphic design and get practical experience in the following: thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups, and colour separation by amberlith overlays.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $20.00
January 11 to April 12 • **ADES 900**

Advertising Design Advanced

Prerequisite: ADES 900 — Advertising Design Basic or a basic knowledge of design copyfitting and mechanicals.
Design and prepare camera-ready art for a number of advanced level projects, including: print media advertisements, logo designs and their application to stationery, package design, promotional design, and typographical design. Learn to operate a stat camera and an IBM composer and examine methods of colour reproduction and production.
Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $20.00
January 9 to April 10 • **ADES 902**

Retail Advertising Layout — Basic

Prerequisites: An interest in commercial art and drawing ability.
An introduction to the practical day-to-day aspects of retail advertising layout. Learn to produce successful retail advertisements and solve any design problems in the visualization and rendering of the layout. Other topics covered include: basic copyfitting and layout techniques, merchandise problems, dealing with clients, translating design solutions into photographic terms, merchandising, demographics; different print media including newspapers, magazines and direct mail advertising and their application to various segments of the market. A wide variety of assignments enable students to gauge their abilities and progress.
Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
January 10 to April 11 • **ADES 905**

Retail Advertising Layout — Advanced

Prerequisite: ADES 905 — Retail Advertising Layout — Basic or knowledge of copyfitting and basic layout techniques
This course offers students an in-depth look at Retail Advertising Layout, using basic layout skills to develop portfolio pieces and a deeper understanding and facility in designing clear, comprehensive layouts. A wide variety of different kinds of formats and advertising will be covered in weekly assignments; from all-type ads, catalogue, direct mail and newspaper to format and in-store advertising campaigns. Subjects discussed will include merchandising, production deadlines, studio politics, freelance rates and opportunities, as well as portfolio presentations and job-hunting.
Thurs. 6:30 p.m. St. James Campus
42 hours Fee: $63.00
January 12 to April 13 • **ADES 906**

Airbrush Techniques

For beginners or advanced students.
A hands-on introduction to setting-up, operating and caring for an airbrush that teaches both the fundamentals and more advanced airbrush techniques. Class projects cover fine art, product rendering and advertising illustration and students are encouraged to bring in their own work. It is recommended that students supply their own airbrushes. Enrolment is limited.
Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $25.00
January 10 to April 25 • **AIRB 901**

Cartooning

For beginners or those with some experience who want to learn cartooning techniques for pleasure or to add to their income. Cartooning is used effectively in business, all forms of advertising, sales promotion, and the entertainment field.
Various techniques presented include: the creation of characters, conventional signs of cartooning, and how to draw caricatures.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
January 11 to April 12 • **CART 808**

Introduction to Computer Graphics

Hands-on experience in page creation using videotex computers. Learn how to access the computer and initiate the various creation modes. Design and create your own computer graphics which are stored on disk. At the end of the course, receive a 35mm slide hard copy of your project. Enrolment is limited.
Wed. or Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $249.00 Lab Fee: $20.00
January 17 or 19 to March 21 or 23 • **COMP 800**

Basic Layout and Design for Desk Top Publishing

NEW

Prerequisite: Some knowledge of Desk Top Publishing, but experience in Desk Top Publishing not necessary.
A basic course covering the fundamentals of design and layout, including mechanical art and type. Students learn how to produce layouts for newsletters, promotional literature, reports and business forms in preparation for Desk Top Publishing. This course is beneficial to those who work on the Mac, but have limited design experience. This course leads to Introduction to Desk Top Publishing, which is hands-on computer training.
Mon. or Wed. 6:30 to 8:30 p.m. St. James Campus
20 hours Fee: $30.00
January 9 or 11 to March 13 or 15 • **COMP 900**

Introduction to Desk Top Publishing

NEW

Prerequisite: Basic layout and design experience. Some knowledge of Desk Top Publishing an asset, but not necessary.
This course introduces the student to Desk Top Publishing on the Apple Macintosh computer. It is of interest to those students with a desire to learn Desk Top Publishing, but who do not have computer experience. The student works with current software applicable to layout and design functions for newsletters, promotional literature, reports and business forms.
Mon. 3:30 to 5:30 p.m. St. James Campus
20 hours Fee: $175.00
January 9 to March 13 or
March 7 to June 5 • **COMP 802**

Desk Top Publishing for Graphic Designers

Prerequisite: Knowledge of graphic design or commercial art.
Intended for the designer who wants to find out what Desk Top Publishing is all about. The course includes PageMaker 2.0a, and involves various drawing, layout and design. Emphasis is placed on combining the various applications and designing newsletters, ads, etc. on the Macintosh. Students will be encouraged to redesign material that they're involved with on a daily basis. Output is from a LaserWriter Plus. Limited enrolment.
Mon. or Wed. or Fri. 6:30 to 9:30 p.m. or
Sat. 9:00 a.m. to 12 noon or 1 to 4 p.m.
St. James Campus
15 hours Fee: $150.00 Lab Fee: $20.00
January 16, 18, 20, 21 to February 13, 15, 17, 18
February 20, 22, 24, 25 to
March 20, 22, 31, April 1 • **COMP 801**

The Professional Copywriter

Prerequisite: An interest in copywriting.
Learn what it takes to become a successful copywriter in this introduction to writing advertisements for print, radio and television. Topics covered include: getting ideas, writing headlines, making copy interesting and persuasive, revising for clarity, and becoming more creative. A wide variety of weekly assignments enable students to gauge their abilities and help them build a portfolio of their work.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
January 16 to March 20 • **COPY 900**

Interior Design

A practical course for those interested in interior design and decorating their homes and apartments. Topics covered include: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design, fabrics, and the selection of furniture, drapes, carpets and other accessories for all rooms. There are field trips plus basic exercises and projects. Exterior design is covered for patios, sun porches, decks, etc.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $81.00
January 17 to March 21 • **DES 802**

Contemporary Magazine Design & Layout

Prerequisite: Basic design skills and an interest in contemporary magazine design.
A comprehensive course for artists and designers who want to learn more about contemporary magazine design, layout and production. Areas covered include: editorial layout, scheduling, production and deadlines. Actual magazines are redesigned and students are encouraged to design new magazine formats using type, photographs, illustrations, and graphics.
Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
January 16 to April 17 • **DES 900**

Technical Illustration

Prerequisite: Drawing skills.
A comprehensive course that teaches artists the skills needed to produce product manuals and assembly instructions. Learn technical illustration with the emphasis on exact pencil renderings and inking. Shading of drawings using various media and exploded views are also explored.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
January 9 to March 13 • **ILLS 900**

Portrait Painting

Prerequisite: Basic knowledge of Life Drawing. This course is open to beginners and advanced students. Anatomy, colour mixing, painting techniques specific to portraiture with a special emphasis on drawing are studied. Portrait studies are done from a variety of models. The instructor advises students on media appropriate to their level of experience.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
January 11 to April 12 • **PAIN 904**

Painting and Illustrating

Prerequisites: Drawing skills and an interest in painting and illustration.
Study the history of contemporary illustration and the work of professional illustrators while developing your own personal style. Learn the practical techniques of working with watercolour, tempera, casein, gouache, acrylics and oils.
Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
January 12 to April 13 • **PAIN 905**
Special Section for Seniors
Mon. 2 to 5 p.m. St. James Campus
January 16 to April 17 • **PAIN 905**

Studio Management

Prerequisites: Knowledge of design and freelance experience. Designed for freelance designers, staff artists or beginner designers who want to learn how to run a profitable design office.
Topics covered include: pricing, invoicing, purchase orders, taxation, organizing the office, using forms, establishing purchase order and invoice numbers, and other aspects of business directed towards commercial aspects.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
January 12 to March 16 • **STBM 900**

Miniature Painting/Illustration

This course deals with the technical aspects of miniature painting/illustration. Floral; geometric; figural; calligraphic component of miniature technique with one-dimensional characteristic and the historical progression in various styles. Students should expect to spend approximately $30.00 for materials.
Tues. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $67.50
January 10 to April 18 • **PAIN 906**

Watercolour and Acrylic Painting

For the beginner and persons with some painting experience. Students have a choice of working in either the watercolour or acrylic media.
Students are introduced to the watercolour and acrylic media with emphasis on material selection and preparation. Students are required to produce several sketches and demonstrate the ability to work from a sketch to finished art. later, a finished landscape, a thematic painting and a subject of the student's choice is produced.
Students should expect to spend about $70.00 for materials.
Thurs. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $67.50
January 19 to April 27 • **PAIN 907**
Special Section for Seniors:
Mon. 9 a.m. to 12 noon St. James Campus
45 hours
January 16 to April 24 • **PAIN 907**

Graphic Design East/West Interface

This course, in the form of lectures, deals with the major influences of Eastern art and culture on Western thought and visual expression, particularly during the period between the 1890's and late 1930's; Impressionist, Art Nouveau (1890-1900), and Art Deco. An extensive discussion centers on various techniques/methods/media and their application in the field of Graphic Art.
Wed. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $67.50
January 11 to April 19 • **GD 900**

Book Illustration

This course focuses on all technical and structural aspects of book illustration. The first half of the course concentrates on theory and practice in the classroom. Visual evidence of students' understanding in the form of illustrated projects is discussed and evaluated. Subjects such as mythology, mystery, drama, religion, fantasy and children's book illustration are discussed. Students translate prototypes and progress to the composition and illustration of their own story book.
Students should expect to spend about $40.00 for materials.
Mon. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $67.50
January 9 to April 17 • **ILLS 902**

Audio Production

Audio Production Techniques

This course is designed to extend the working knowledge of those who have already completed ADIO 923 or have gained suitable industrial experience. Much of the course will be run as a workshop, with students' performance assessed upon practical assignments and recording techniques. Major areas covered will be studio sound recording and mixing and "live" audio production. Sound for film, "videos" and slide shows will also be covered.
Mon. and Wed. 6 to 10:30 p.m. St. James Campus
90 hours Fee: $135.00
January 16 to March 22 • **ADIO 928**

Screen Printing

Screen Printing (Basic)

This course is designed as an introduction to enable the student to understand the basic fundamentals of the Screen Printing process, through the completion of a number of projects, ranging from single colour through more challenging multi-colour reproduction. The elements covered will be: stencil cutting, colour mixing, screenmaking and handprinting. Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.
Wed. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $75.00 Materials: $55.00
January 11 to April 12 • **SP 901**

Screen Printing (Advanced)

Prerequisite: SP 901 — Screen Printing (Basic) or proof of six months industry working experience.
This course is designed to enable the student to produce a limited number of advanced level projects. The student will begin by learning process line camera operation and line graphics as well as one colour halftone film production. Job planning, mechanical set-up, and film masking – stripping procedures, application, processing and imposition of photo stencil systems, press set-up and production.
NOTE: Students must supply any printing material other than paper. The instructor reserves the right to limit material usage.
Mon. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $75.00 Materials: $75.00
January 9 to April 10 • **SP 903**

Signwriting

Signwriting

Learn the fundamentals of general signwriting as well as the following topics: brush lettering, type faces, colour and layout theory, materials, and the application of signwriting on masonite, plywood, metal and glass.
Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $75.00 Materials $35.00
January 10 to April 11 • **SIGN 900**

Show Card Writing

An introduction to show card lettering, pen lettering and the production of banners, posters, etc. Some techniques covered are: pen and brush lettering, type faces, colour and layout theory, and practice time. Those with previous experience are encouraged to do advanced work.
Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $75.00 Materials: $35.00
January 10 to April 11 • **SIGN 901**

Photography

Introduction to Photography

Gain practical hands-on experience in camera work, developing, printing, dry-mounting, and other techniques. Illustrated lectures cover the following topics: camera lenses, f-stops, shutter speeds, basic lighting techniques, filters, darkroom layout and more. Due to heavy demand, this course is offered several times each year but early registration is recommended.
Mon. Tues. Wed. Thurs. Fri. 6:30 to 9:30 p.m.
or Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $60.00 Lab Fee: $30.00
January 16, 17, 18, 19, 20, 21 to March 20, 21, 22, 23, 31, April 1 • **PHOT 800**

Intermediate Photography

Prerequisite: PHOT 800 — Introduction To Photography, an equivalent course or similar level of comprehension.
Further develop technical skills as well as the ability to visualize and compose a photograph through practical exercises and assignments. Lectures and discussions cover the following subjects: improving negative quality through proper exposure, developing and handling film; using different lenses, filters and lighting, spotting and mounting finished work, colour theory including a colour transparency assignment, and practice using darkroom controls and techniques to improve print quality. Students supply their own film and paper and should expect to spend up to $50.00 on materials. The College provides all processing solutions.
Tues. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $98.00 Lab Fee: $15.00
January 10 to April 18 • **PHOT 801**

Advanced Photography

Prerequisite: PHOT 801 — Intermediate Photography, an equivalent course or similar level of comprehension.
Provides formal direction to improve your technical and aesthetic abilities. An opportunity to use a 4 x 5 camera is provided. Topics covered include: toning, bleaching, hand-colouring, mounting, spotting, the history of photography, and exercises for improving composition and darkroom technique. Students supply their own film and paper and should expect to spend up to $50.00 on materials. The College provides all processing solutions.
Sat. 1 to 4 p.m. St. James Campus
42 hours Fee: $90.00 Lab Fee: $15.00
January 14 to April 22 • **PHOT 802**

Documentary Photography

Practice and develop technical skills while gaining a working understanding of documentary photography. Designed for those with or without previous experience in photography. Learn to process and print your own negatives and then produce a series of prints covering one or two topics, including a photographic documentation of the home or work place. Students should expect to spend up to $50.00 for supplies.
Fri. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00 Lab: $15.00
January 13 to April 21 • **PHOT 921**

Black and White Print Workshop

Learn black and white printing skills in this hands-on workshop. Instruction is given in fundamental black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required. Enrolment is limited.
Mon. or Wed. 6:30 to 9:30 p.m. St. James Campus
42-hours Fee: $63.00 Lab: $25.00
January 9 or 11 to April 10 or 12 • **PHOT 922**

Colour Slide Composition

Designed for people with or without previous experience in photography. Develop technical and aesthetic skills through extensive analysis of photographic composition using colour slides. Learn to use the techniques of framing, depth of field and motion as aesthetic controls to further understand visual forms. After considering photographic composition in a single frame, build upon that understanding through the development of a sequence of photographs.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
January 12 to March 16 • **PHOT 923**

Photography in Advertising

Designed for those interested in commercial photography and specifically those working in the graphic arts industry. Designers, layout artists, art directors, etc. study the photographic process, learn how to work with photographers, and gain an understanding of the limitations of photographic reproduction. Lectures, demonstrations and field trips deal with the following topics: camera formats, lighting, photographic materials, the photographic session, and the technical attributes of the photograph.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
January 12 to March 16 • **PHOT 929**

Photography: Printing Colour Negatives

Hands-on experience printing colour negatives for photographers with or without previous experience. After discussion of the basic theory of colour printing, the maximum amount of time is devoted to making prints. The course is held at Toronto Image Works, a professionally equipped colour darkroom rental facility. Tuition includes 15 hours of darkroom time, lab chemistry, and 50 sheets of 8 x 10 colour paper for each student.
Note: Classes are held at Toronto Image Works, 80 Spadina Avenue, Suite 207, Toronto. Register at St. James campus.
Sat. 9 a.m. to noon Toronto Image Works
15 hours Fee: $22.50 Material: $23.00
Lab: $66.00
January 7 to February 4 • **PHOT 931**

Photography of People

Prerequisite: PHOT 801, an equivalent course, or level of comprehension.
This course is designed for people who want to improve their skills in taking pictures of people. This practical hands-on course covers the following topics: how to choose the correct camera; type of lens and filters; studio lighting and available light; location photography; how to photograph faces; how to create the right atmosphere for a successful portrait; and how to accomplish all of this using a minimum amount of equipment.
Mon. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $67.50
January 9 to April 17 • **PHOT 936**

Elements of Photographic Design

Prerequisite: PHOT801 or equivalent course or level of comprehension.
This course provides the intermediate level student with information which helps to address the issues of creativity and esthetics as they apply to their photographs. It asks the student to consider the meaning of the subject selection, to examine all the visual attributes of a scene, to utilize and arrange those which best convey a sense or meaning so that a meaning can be grasped. An understanding of the use of the visual elements, such as shape, texture, form and colour is acquired through a step-by-step program of assignments and workshops. The course covers the principles of design which a good photo relies upon. Topics include proportion, rhythm, balance, perspective, and highlighting of the subject.
Note: Students will require a 35mm camera and a supply of colour negative film.
Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
January 12 to April 13 • **PHOT 937**

Wedding Photography

Prerequisite: PHOT 936 – Photography of People, an equivalent course, or level of comprehension.
Designed for the freelance photographer who does occasional wedding photography, or the photographer who is starting a wedding photo business. Through an appropriate combination of theory and demonstration the course introduces the student to equipment used, lighting, posing, location, wedding group set-ups, and business procedures.
Wed. 6:30 to 9:30 p.m. St. James Campus
21 hours Fee: $31.50
January 11 to February 22 • **PHOT 938**

Video

Videography — Basic and Advanced Camera

Hands-on experience with different video formats, covering all the features and applications of the equipment as well as how to connect it up. Specific topics discussed and demonstrated include: VHS and Beta vs. 8mm, basic video image production, video tape, editing video tape, video cameras, lighting for video, special effects, and post-production techniques.
Mon. 6:30 to 8:30 p.m. St. James Campus
16 hours Fee: $54.00
January 9 to February 27 • **PHOT 927**

Cinematography

Cinematography

Prerequisite: CINE 922 — Basic Cinematography. A more intensive course in the practical techniques involved in producing a film. Several short films are made during the course.
Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00
January 17 to March 7 • **CINE 925**

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown has the best equipped facilities in Ontario and offers training in the latest printing techniques.

Composition and Typography Printing Technician/ Technology Diploma Credits

With the exception of COMP 106X, all other courses in the Composition and Typography section are creditable towards the full-time diploma program. A minimum grade of "C" is required to receive credit standing for a part-time course. For more information on full-time programs, call the Printing Technology Department at 967-1212, Extension 3318 or 3319.

COMP 106X – Introduction to Printing Processes
COMP 110X – Paper and Film Assembly (Paste-up)
COMP 200X – Computer Typesetting (Keyboard Operation and Concepts)
COMP 300X – Advanced Computer Typesetting I

Introduction to Printing Processes

Designed for those working in the printing field or related industry, or those who want an overview of the printing trade prior to selecting a course. Lectures and demonstrations cover the major printing techniques with instructors in different production areas presenting their specialties. Students are encouraged to discuss any problems with the material.
A mark is not issued but a record of completion is kept based on attendance of at least 60% of the classes, which must include the final evening.
Mon. 6 to 9 p.m. St. James Campus
36 hours Fee: $54.00 Materials: $15.00
January 9 to April 3 • **COMP 106X**

Paper and Film Assembly (Paste-up)

This course introduces skills that provided a valuable background to anyone involved in desktop composition as applied to page make-up. Learn the laying out of boards and mylar for the assembl of typeset material as well as the production of paper and film positives using various darkroom techniques. The course covers a wide variety of projects ranging from simple one color postcards to advanced camera-ready artwork using Amberlith overlays for multicolour work. Other techniques covered include: negative stats on a process camera, and using phototype-setters such as the strip printer and the Com-pugraphic 7200 headliner machines
Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $9000 Materials: $45.00
January 10 to February 28
March 2 to April 20 • **COMP 110X**

Computer Typesetting (Keyboard Operation and Concepts)

Prerequisites: COMP 102X — Introduction to Typography and 25 w.p.m. typing speed, although 50 w.p.m. is advisable if you plan to work in the field. Proof of successful completion of COMP 102X or written permission of instructor must be presented when registering.
An introduction to the use of a mini-computer based and networked system having two 80 mb hard drives and capable of storing up to 500 paperback novels. This system is representative of most (if not all) of the better quality typeset-ting devices and graduates trained on this system are to be found operating all manner of typesetting machines. Output is by laser printer with some RC paper outputting using a CRS. The course content covers system knowledge, and a wide variety of typesetting work involving text auto and manually justified, simple tabular setting, kerning, reverse lead work, box making, advertising typography. The objective is to train people for the high-end typesetting field, although others would also benefit.
Tues. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $45.00
January 10 to February 28 • **COMP 200X**

Advanced Computer Typesetting I

Prerequisite: COMP 200X — Computer Typesetting (Keyboard Operation and Concepts). Proof of successful completion of COMP 200X or written permission of instructor must be presented when registering.
Extensive exercises in various kinds of typeset-ting. Specific topics include: tabular, run around format writing, format storage at keyboard, CPU storage, advantages and disadvantages of each; global search and change, correction, storage on disk, different coding methods that produce the same results and the possible advantages of each, and "outside character" grid work including some French language typesetting.
Mon. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials $55.00
January 9 to February 27
March 2 to April 20 • **COMP 300X**

Photomechanical Reproduction and Film Imposition Printing Technician/ Technology Diploma Credits

With the exception of CAM 900 and CAM 360X, all other courses in the Photomechanical Reproduction and Film Imposition section are creditable towards the full-time diploma program. A minimum grade of "C" is required to receive credit standing for a part-time course. For more information on full-time programs, call the Printing Technology Department at 967-1212, Ext. 3318 or 3319.

CAM 100X – Photomechanical Reproduction
CAM 200X – Photomechanical Reproduction
CAM 900 – Introduction to Process Colour Scanner
CAM 330X – Photomechanical Reproduction – Scanner
CAM 360X – Photomechanical Reproduction – Advanced Scanner
PSP 100X – Film Imposition/Printing Surface Preparation
PSP 200X – Film Imposition/Printing Surface Preparation
PSP 300X – Film Imposition/Printing Surface Preparation

Photomechanical Reproduction

Prerequisite: Preference is given to those employed in the graphic arts industry.
A basic course in black and white cameras covering the operation and calibration of process cameras, as well as darkroom equipment for line, fine-line and half-tone negatives. Other topics covered include: using filters, panchromatic film, making photographic contacts and duplicates, processing film manually and in film processing machines, and the theory of photographic lenses, light sources, film emulsion and processing solutions.
Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 16 to March 6
March 14 to May 2 • **CAM 100X**

Photomechanical Reproduction

Prerequisite: CAM 100X — Photomechanical Reproduction or equivalent experience. Proof of successful completion of CAM 100X or written permission of instructor must be presented when registering.
An advanced course in half-tone photography using lith and rapid access film and processors. Other topics include: the operation, maintenance and control of film processors, the use of reflection transmission and per cent dot densitometers, calibration of various types of contact screens to camera and processing conditions, making duo-tones and other special effects, the use of exposure computers, and an introduction to colour separation procedures using a colour scanner.
Tues. and Thurs 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 17 to March 7 • **CAM 200X**

Introduction to Process Colour Scanner

Prerequisite: Employment related to the graphic arts industry.
Designed for those working in the graphic arts industry who want a basic introduction to process colour theory, colour separation procedures, colour scanners and page make-up systems. The set-up and operation of a colour separation scanner is demonstrated and separations produced to illustrate the various functions of the machine. The course is mainly demonstration and discussion, and for information only.
Mon. and Wed. 6 to 9 p.m. St. James Campus
36 hours Fee: $54.00 Material: $25.00
March 13 to April 19 • **CAM 900**

Photomechanical Reproduction — Scanner

Prerequisite: CAM 200X — Photomechanical Reproduction or equivalent experience. Proof of successful completion of CAM 200X or written permission of instructor must be presented when registering.
An introduction to colour theory as it applies to process colour printing, the principles and operation of a colour scanner, proofing, evaluation of colour and future trends for those with extensive experience in line and half-tone process photography. Other topics covered include: tone reproduction, colour correction, detail enhancement, undercolour removal, various other effects for transmission and reflection copy, and the operation and use of film processors and densitometers as related to process colour.
Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 16 to March 6 • **CAM 330X**

Photomechanical Reproduction — Advanced Scanner

Prerequisite: CAM 330X — Photomechanical Reproduction — Scanner or equivalent industrial experience. Proof of successful completion of CAM 330X or written permission of instructor must be presented when registering.
A further study of selective colour correction and related special effects, including an in-depth explanation of the colour computer set-up for different process inks, printing ink analysis, and the use of GATF colour diagrams. The concept of digitization and colour page make-up are covered with visits to plants for demonstrations of electronic page make-up. Other topics include: gray component replacement and dot gain, black and white reproduction, and basic maintenance.
Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
March 14 to May 2 • **CAM 360X**

Film Imposition/ Printing Surface Preparation

Prerequisite: Preference is given to those employed in the graphic arts industry.
A basic course in black and white, line colour and half-tone stripping that also introduces job planning and the layout of line and half-tone negatives. The emphasis is on imposition and the preparation of folded dummies and layout sheets for various types of bookwork. Other topics covered include: darkroom techniques for making contacts and duplicates, making presensitized offset plates manually and using processors, most areas of one or more colour line negative stripping, and computerized page make-up.
Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 17 to March 7
March 14 to May 2 • **PSP 100X**

Film Imposition/ Printing Surface Preparation

Prerequisite: PSP 100X or equivalent experience. Proof of successful completion of PSP 100X or written permission of instructor must be presented when registering.
An advanced course in the techniques of black and white, colour and four colour process film stripping. Topics covered include: contacting, step and repeat, spreads and chokes, the programming and operation of a photocomposing machine and computerized page make-up. A number of different colour proofing systems are used.
Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 16 to March 6 • **PSP 200X**

Film Imposition/Printing Surface Preparation Colour

Prerequisite: PSP 200X or equivalent experience. Proof of successful completion of PSP 200X or written permission of instructor must be presented when registering.
The emphasis at this level is on four-colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student, incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods, machine photocomposing, computerized imposition and electronic page make-up.
Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $9000 Materials: $75.00
March 13 to May 1 • **PSP 300X**

Machine Printing

Printing Technician/ Technology Diploma Credits

With the exception of LITH 105X and LITH 210X, all other courses in the Machine Printing section are creditable towards the full-time diploma program. A minimum grade of "C" is required to receive credit standing for a part-time course. For more information on full-time programs, call the Printing Technology Department at 967-1212, Extension 3318 or 3319.

LITH 100X – Machine Printing Offset
LITH 105X – Machine Printing Offset
LITH 110X – Machine Printing Offset
LITH 210X – Machine Printing Offset
LITH 220X – Machine Printing Offset
LITH 230X – Machine Printing Web Offset
LITH 300X – Machine Printing Web Offset
ROTO 200X – Machine Printing Rotogravure
ROTO 300X – Machine Printing Rotogravure

Machine Printing — Offset

A basic course in the fundamentals of offset lithography using Multilith presses. Topics covered include: feeding, register, dampening systems, ink control, and running one-colour and two- colour projects. This course leads to LITH 105X — Machine Printing — Offset.
Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 9, 10 or 12 to April 17, 18, or 20
• **LITH 100X**

Machine Printing — Offset

Prerequisite: LITH 100X or permission of the instructor. Proof of successful completion of LITH 100X or written permission of instructor must be presented when registering.
An advanced course in offset lithography using multilith presses. Topics covered include: feeding, dampening systems, colour control, and an introduction to the operation of the T51 two-colour unit for the printing of multi-colour projects. This course leads to LITH 110X.
Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 11 to April 19 • **LITH 105X**

Machine Printing — Offset

Prerequisite: LITH 105X or permission of the instructor. Proof of successful completion of LITH 105X or written permission of instructor must be presented when registering.
Learn offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses running both one and two-colour projects. Other topics include: good housekeeping, safety, measuring instruments, devices for pressmen, cylinder arrangements, alcohol and conventional dampening systems, inking, register systems, and a study of paper and ink as related to the

pressman. This course leads to LITH 220X.
Tues. or Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 10 or 12 to April 18 or 20 • **LITH 110X**

Machine Printing — Offset

Prerequisite: LITH 110X or permission of the instructor. Proof of successful completion of LITH 110X or written permission of instructor must be presented when registering.
An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. The course also covers an introduction to colour control using the densitometer and includes both one-colour and multi-colour projects. This course leads to LITH 220X.
Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 11 to April 19 • **LITH 210X**

Machine Printing — Offset

Prerequisite: LITH 210X or permission of the instructor. Proof of successful completion of LITH 210X or written permission of instructor must be presented when registering.
An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses. Topics covered include: the fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, cylinder arrangements, press familiarization, theory and practical application of two-colour offset printing, and a four-colour process project.
Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 10 to April 18 • **LITH 220X**

Machine Printing — Web Offset

Prerequisites: LITH 210X and permission of the instructor. Proof of successful completion of LITH 210X or written permission of instructor must be presented when registering.
A basic course in the fundamentals of web offset printing covering the operation of the Solna Commercial III web offset press (36" x 22 3/4" cutoff). Topics covered include: plate bending, plate packing, pre-make ready, web-up, damp-up and ink-up procedures, pressroom safety, good housekeeping, roll stand tension control, shafting and installing new rollers, folder familiarization, make ready press for one-colour and two-sided jobs, and tabloid folded segment.
Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 16 to April 24 • **LITH 230X**

Machine Printing — Web Offset

Prerequisites: LITH 230X — and permission of the instructor. Proof of successful completion of LITH 230X or written permission of instructor must be presented when registering.
An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22 3/4" cutoff) that reviews LITH 230X and includes the make ready and running of more complex projects. Other topics include: make ready and run one- colour two-sided with 1/4 fold, changeover to two web operation tabloid fold on blank stock, make ready and run double parallel fold and one colour two sides (one web), and make ready and run double parallel fold, two colours on two sides (one web).
Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 10 to April 18 • **LITH 330X**

Machine Printing Rotogravure

Prerequisite: Preference is given to those with pressroom experience.
A basic course in the fundamentals of rotogravure printing. Topics covered include: safety, housekeeping, lubrication, roll feed and web tension, the printing units; servicing air, water, gas and electrical controls on presses, oven drying, roll rewind, circulating pump for inking system, measuring ink viscosity, doctor blade finishing, position register, substrates, running problems and corrections.
Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 16 to April 24 • **ROTO 200X**

Machine Printing Rotogravure

Prerequisite: ROTO 200X or permission of the instructor. Proof of successful completion of ROTO 200X or written permission of instructor must be presented when registering.
An advanced course in rotogravure printing with exercises in multi-colour and four-colour process printing, colour mixing, ink formulation, and the theory of electronic register control.
Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $75.00
January 10 to April 18 • **ROTO 300X**

Binding and Finishing

Printing Technician/ Technology Diploma Credits

With the exception of BIND 902A and BIND 902B, all other courses in the Binding and Finishing section are creditable towards the full-time diploma program. A minimum grade of "C" is required to receive credit standing for a part-time course. For more information on full-time programs, call the Printing Technology Department at 967-1212, Extension 3318 or 3319.

BIND 125A-B 126A-B
BIND 225A-B 226A
BIND 325A-B
BIND 902A – Hand Bind and General Repair
BIND 902B – Hand Bind and General Repair

Binding and Finishing
BIND 125A-B
BIND 126A-B
BIND 225A-B
BIND 226A
BIND 325A-B
Prerequisite: Elementary mathematics.
Course certificates are subdivided into the above categories with skills and machines taught as supplements to each category. Each major machine requires nearly 60 hours of instruction. BIND 125A-B, 225A-B and 325A-B are courses in large and small machines. BIND 126A-B and 226A cover small machines and tablework. Gain a thorough understanding of a selection of the following equipment:
Polar 115 45" Guillotine
(Auto-spacer and Gergek Computer)
Seybold 42" Guillotine
(Auto-spacer and Gergek Computer)
Baum Folders – Pile Feed
(17" x 22" and 20" x 26")
Baum Folder – Continuous Feed (26" x 40")
Stahl Folder – Buckle/Knife – Pile Feed
(20" x 31")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Müller Gathering Machine – Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cerlox – Table Top Combo
Book Back Stripper – Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Mon., Tues., Wed., Thurs., or Sat.
St. James Campus
60 hours Fee: $90.00
Mon. to Thurs. 6 to 10 p.m.,
Sat. 8 a.m. to noon
January 9 to April 27

Hand Bind and General Repair

Learn basic manual bookbinding, including adhesive binding, sewn hardcover binding, and the general repair of a variety of bindings. Students are required to purchase folding bones, scissors, and one 30mm paint brush for gluing. Any special covering, such as leather, must be purchased by the student. All other materials are supplied.
Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $210.00
January 9 to April 27 • **BIND 902A**

Hand Bind and General Repair

A continuation of BIND 902A covering more difficult repair jobs plus additional practice to increase speed and proficiency at general repair of a variety of bindings.
Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $210.00
January 9 to April 27 • **BIND 902B**

For more information, or to register for bindery courses, please call the Bindery Department at 967-1212, ext. 3256.

Creative Fashion Design/Apparel Management

These courses help people in the apparel industry upgrade their skills and knowledge in a particular specialty. Anyone wanting to advance their home sewing and design skills and have some exposure to industrial techniques will also benefit. Apparel Construction I and Apparel Construction II may qualify as prerequisites for the post-secondary program in Creative Fashion Design.

Apparel Construction I (Dressmaking — Elementary)

Learn elementary dressmaking using commercial patterns as well as sewing techniques both by hand and using an industrial machine. Other topics include: samples, measurements, laying-out patterns, and the relationship of pattern, style and fabric. Students supply their own materials.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $25.00
January 23 or 24 to March 29 or 30
• **DRES 141X**

Apparel Construction II (Dressmaking — Intermediate)

Prerequisite: DRES 141X — Apparel Construction I
A continuation of DRES 141X focusing on the how-to's of fabric cutting, marking, stitching, fitting, finishing and pressing. Other topics include: purpose and selection of supporting fabrics, selection and preparation of lining fabrics, preparation of the pattern and pattern alterations. Students select projects beyond the beginner's level with the instructor's approval.
Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $25.00
January 23 to March 29 • **DRES 145X**

Apparel Construction III (Dressmaking — Advanced)

Prerequisite: DRES 145X — Apparel Construction II or proof of equivalent competency.
Students construct more complex garments of advanced design using delicate fabrics. The pattern and fabric are selected by the students and they must supply their own materials. Other subjects include: efficient use of materials to minimize waste, pattern alteration for proper fitting, application of lining where necessary, and finishing techniques for different materials.
Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $20.00
January 24 to March 30 • **DRES 151X**

Children's Pattern Drafting Part I

Prerequisite: Practical experience in dressmaking. Introduces the student to drafting patterns for children's garments using master blocks for the following patterns: sun dress, apron, skirt and pants. Skirt styles drafted include: gathers, tucks, pleats, flare, four gore, circle, front-button opening, side-front opening, shoulder straps and ruffles. Various styles of waist bands, pockets, pants and overalls are also discussed.
Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $90.00 Materials: $20.00
January 28 to May 6 • **PAT 901**

Children's Pattern Drafting Part II

Prerequisite: PAT 901 or equivalent in pattern drafting.
This course has been developed as an advanced level of children's pattern drafting to further the skills of people working in children's apparel production. The course covers the following topics: how to create any style of blouse from a basic block; how to create any style of pant, shortall or jumpsuit from only a pant front and back, block and bodice 'B'. Several different styles of waist, sleeves, collars, pants, skirts, jumpsuits, blouses and overalls are developed in class.
Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $90.00 Material Fee: $20.00
January 28 to May 6 • **PAT 902**

Apparel Pattern Drafting I (Elementary)

Prerequisite: Knowledge of dressmaking and practical experience.
Learn an easy and efficient method of drafting a pattern from your own design or from a garment in a fashion magazine. Topics include: elementary pattern design, size and age ranges (eg. misses 8,10,12 ...) including junior, women's and half sizes, master blocks, and drafting full-scale patterns for skirts, slacks and blouses from fashion drawings. Students supply their own drafting equipment.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $20.00
January 23 or 24 to March 29 or 30 • **PAT 141X**

Apparel Pattern Drafting II (Intermediate)

Prerequisite: PAT 141X — Apparel Pattern Drafting I or equivalent experience.
Learn to draft and develop pattern drafting skills that conform to fashion industry standards. Topics discussed include: drafting to manufacturing sizes, misses dresses, evening dresses, jackets and outer wear. Students supply their own drafting equipment.
Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $45.00 Materials: $20.00
January 24 to March 28 • **PAT 143X**

Apparel Pattern Drafting III (Advanced)

Prerequisite: PAT 143X — Apparel Pattern Drafting II or equivalent experience.
From an original idea, learn to draft a quality pattern with perfect detail, proportion and fit. The categories for patterns are: day-time dresses, evening dresses and jackets, with consideration given to fabric and price. Students supply their own drafting equipment.
Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $20.00
January 26 to March 30 • **PAT 151X**

Tailoring (Ladies')

Prerequisite: Preferably DRES 145X — Apparel Construction I or basic sewing skills.
Learn quick and simple tailoring methods for ladies' garments and construct a suit or coat using commercial patterns. Topics covered include: altering a pattern to fit the wearer, cutting techniques, and sewing and finishing using industrial machines. Students select and supply their own material and pattern.
Tues. and Thurs. 6 to 9 p.m. Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $20.00
January 24 to March 30 • **DRES 146X**

Draping for Fashion Design

Prerequisite: PAT 141X and DRES 141X.
This course is designed to develop creativity in fashion design by transferring a pattern design to a JUDY form or a human body. Students learn to make a perfect fit by making alterations to the pattern before the fabric intented for the garment is used. Students registering for this course should have taken at least the two prerequisite courses (PAT 141X and DRES 141X) and preferably more
Tues. and Thurs. 6 to 9 p.m. Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $30.00
January 24 to March 30 • **FASH 912**

Design Principles

This course will introduce applications of design principles; the means of expressing ideas in visual compositions. Students will study basic design elements and procedures including geometric forms, linear expression, proportion, symmetries, and pattern development. design exercises will encourage not only ordered arrangement but also creative design through rhythm, balance, contrast and harmony. This course will provide a range of design ideas and exercises that can be applied to a wide variety of media.
Mon. 7 to 10 p.m. Kensington Campus
45 hours Fee: $67.50 Material Fee: $20.00
January 23 to May 1 • **DES 902**

Basic Garment Alterations

Prerequisite: Some sewing experience is desirable.
This course is intended for employees of retail outlets of garment industry, but can be also used by anyone interested in garment alterations. The emphasis in the course is industrial methods and techniques. It includes the following operations; changing the hemline, changing side seams, altering shoulders and sleeves, correcting faulty necklines, adjusting a "hollow" back, correcting a tight crotch, reinserting zippers, and many other corrective operations. Students are also introduced to industrial sewing machines such as single needle, serger, blindstitch, etc.
Students supply own garments for alterations.
Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $90.00 Materials: $15.00
January 28 to May 13 • **DRES 901**

Fashion Illustration I (Elementary)

Develop techniques for sketching fashion garments as practised in the industry. After an introduction to the basic concepts in fashion illustration, topics include: industrial methods,

achieving textures, pattern techniques in different media for both rough sketches and working drawings, and finished drawings in a combination of media. Students supply their own materials.
Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $45.00
January 25 to March 29 • **PAT 144X**

Fashion Illustration II (Intermediate)

Prerequisite: PAT 144X — Fashion Illustration I or similar experience.
By combining creative ability with the additional technical skills taught, you can learn to portray fashion merchandise realistically. Subjects discussed include: commercial applications in fashion art, creative sketching, and the use of line and colour to illustrate garments realistically and aesthetically. Students supply their own materials.
Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $45.00
January 23 to March 27 • **PAT 154X**

Work Management (Time Studies — Apparel)

Learn how to determine the time required to complete a job. Topics include: human relations in time study situations, methods to improve performance of the job understudy, proper timing procedures, record keeping, rating the operator's performance and incentives for improving production.
64 hours Fee: $96.00 Equipment Fee: $15.00
• **AT 100X**
By arrangement with Apparel Management Department.

Grading Techniques for Apparel Industry (Elementary)

Learn to take a finished pattern with all its detail and pieces and increase or decrease the pattern in size using simple, reliable methods. The mechanics of grading are taught for all styles of masses sizes 6-20 and junior size garments, helping you produce better fitted garments.
Mon. 6:30 to 9:30 p.m.
Kensington Campus
30 hours Fee: $45.00 Materials: $15.00
January 23 to March 27 • **PAT 900**

Industrial Sewing

Pre-Sew — Industrial Power Sewing

This course is designed to train the students to operate a basic industrial lockstitch power sewing machine to the time standards required in the industry. Students are taught the basic maintenance and adjustments, how to select proper needles and thread for different fabrics and specific sewing requirements. They are required to perform sewing exercises such as circles, rectangles, back tack, triangle, irregular shapes, single and double scallops, darts, pockets, sleeves and collars.
This course can be taken either as a prerequisite for FT 101 and FT 530 programs, or as Advanced Operator Trainee program in the sewn products industry.
Mon. and Wed. 6 to 9 p.m. Kensington Campus
96 hours Fee: $144.00 Material Fee: $45.00
January 23 to May 10 • **SEW 901**

Window and Retail Display

Prerequisite: Practical motivation.
An introduction to the purpose, concepts and uses of window display. Specific topics include: basic tools, material and graphics used in fashion and menswear, practical merchandise trims, the use of mannequins and display themes.
Mon. and Wed. 7 to 10 p.m. Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $10.00
January 23 to March 29 • **DISP 900**

Colour Theory for Fashion Design

Prerequisite: Employment in the fashion industry or a student in the Fashion Department (day or Continuing Education).
An introduction to colour theory in general and specifically its application to the fashion industry. Topics covered include: primary colours, physical optics, the colour triangle, colour systems; Munsell — hue, value and chroma; Johanes Itten — the Bauhaus, colour agent and colour effect, the seven colour contrasts, the 12 laws of simultaneous contrast; colour chords — dyads, triads, tetrads and hexads, harmony of contrasts, and colour perception — luminosity and incandescence. Homework assignments are given. This course is recognized as an elective in post-secondary fashion programs.
Wed. 6 to 9 p.m. Kensington Campus
45 hours Fee: $67.50
January 25 to May 3 • **FASH 903**

Esthetics — Skin and Beauty Care

Prerequisite: Employment in the field or intention to seek employment.
Students are taught the basic biochemistry of the skin, its classification, abnormalities, and defects and learn to analyze skin conditions and suggest treatment. The muscles and bone structure of the head, face, neck and shoulders are reviewed for their relevance to facial massage and skin manipulations. Students also learn to analyze a number of available beauty products. Hands-on skills include: cleaning and deep-cleaning the skin, make-up application and removal, facial massage, eyebrow shaping, mask application and removal, cream application, waxing, manicure, pedicure, anti-wrinkle treatment, scalp treatment and colour analysis.
Tues. and Thurs. 6 to 9 p.m. Kensington Campus
90 hours Fee: $135.00 Materials: $20.00
January 24 to May 4 • **FASH 901**

Machine Knitting

Note: Students who complete all three courses (Basic, Intermediate and Advanced) would qualify for employment in the knitting industry.

Knitting by Machine (Basic)

Learn the basic techniques of operating a knitting machine and producing a garment. Other concepts dealt with include: lace; tuck; skip and flair-isle techniques; producing a personal measurement chart; and different finishing methods.
Tues. or Thurs. 7 to 10 p.m. Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $20.00
January 24 or 26 to March 28 or 30 • **CFT 900**

Knitting by Machine (Intermediate)

Prerequisite: CFT 900 — Knitting by Machine.
Learn new techniques and further develop skills on the knitting machine by charting a variety of skirt styles in half-size samples. Other topics include: techniques of weaving by machine, introduction to the knit-leader and ribber attachments, and some garment finishing methods.
Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $20.00
January 23 to March 27 • **CFT 901**

Knitting by Machine (Advanced)

Prerequisites: CFT 900 — Knitting by Machine (Basic) and CFT 901 — Knitting by Machine (Intermediate).
Further develop your skills, especially in constructing finished items. Projects range from simple knits to elaborate designs that combine yarn with other materials. This course qualifies students for employment in the knitting industry.
Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $20.00
January 25 to March 29 • **CFT 902**

Designing Machine Knitted Garments

Prerequisite: Knitting by Machine (Advanced) — CFT 902 or equivalent.
Learn the techniques of designing machine knitted garments and produce a design for an ensemble of your choice. The instructor demonstrates patterns for sweaters, skirts and pants to assist students with their design projects. Other topics include: selection and characteristics of yarn and fibre, planning and presentation, graphing curves, using knit leader, charting, basic formulae and the specific formulae for calculating gores, round yokes, sizing and grading knit patterns.
Sat. 9 a.m. to noon Kensington Campus
30 hours Fee: $45.00 Material Fee: $10.00
January 28 to April 1 • **CFT 903**

Fur and Leather

Fur and Leather Design

Learn to recognize differences in body characteristics and develop garments to fit individual clients. Techniques presented include: using pattern grading to alter the pattern, using a tape measure and translating the body measurements to the pattern, and helping clients select the appropriate style of collar, sleeve and body (i.e. box line, A-line, fitted, semi-fitted, etc.) for their body type.
Kensington Campus
60 hours Fee: $90.00 Materials: $10.00
• **FUR 545A**
By arrangement with the Fashion Department, 967-1212, ext. 4303 or 4336.

Fur Manufacturing Techniques (Elementary)

Prerequisite: Interview or employment in the fur industry. Learn to make fur coats, jackets, stoles and vests. Subjects covered include: using a fur knife to make straight, angle, tongue and groove cuts on different types of fur; using the fur machine; blocking with pins and staples; lining application; and finishing the garment. Students may purchase required pelts at cost and must supply their own hand tools.
Kensington Campus
84 hours Fee: $126.00 • **FUR 544X**
By arrangement with the Fashion Department, 967-1212, ext. 4303 or 4336.

Leather Garment Manufacturing Techniques — Part 1

Prerequisite: Ability to operate an industrial sewing machine.
Learn the techniques for producing leather and suede garments. Specific topics include: pattern arranging to suit skins; cutting and assembly skills; finishing and lining garments. Students supply their own materials and produce a garment of their choice.
Tues. 7 to 10 p.m. Kensington Campus
36 hours Fee: $54.00
January 24 to April 11 • **FASH 910**

Industrial Sewing

Serger Machine

A special module (25 hours) for students completing the work in SEW 141X/151 in less than 240 hours. This course on operating sergers as used in Ontario apparel plants is also available for part-time students during regular classes. Students supply their own fabric.
Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $15.00
• **SEW 542X**
By arrangement with the coordinator.

Blind Stitch Machine

A special module like SEW 542X on how to use the blind stitch machine used in Ontario apparel plants. Students supply their own fabric.
Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $15.00
• **SEW 543X**
By arrangement with the coordinator.

Button-Hole and Button Sewer Machine

Prerequisite: Good eyesight and manual dexterity.
In a production setting, students learn to use a button-hole and button sewer machine as used in Ontario apparel plants. The course focuses on the dexterity needed for efficient machine operation and preventive maintenance as well as instruction in threading and manipulating the garments.
Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $15.00
• **SEW 544X**
By arrangement with the coordinator.

Upholstery Sewing Machine Repair

Prerequisite: Employment in upholstery industry. It will cover the characteristics, utilisation, fittings and drive, maintenance, lubrication and troubleshooting of the lockstitch-type upholstery sewing machine. Students will also learn to dismantle the major components, replace parts as needed and rebuild the machine to perform at its full capacity.
Tues. 6 to 9 p.m. Kensington Campus
45 hours Fee: $67.50 Material Fee: $35.00
January 24 to May 2 • **SEW 900**

Furniture

Furniture Upholstery

Develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame. Techniques studied include: stripping upholstery from old furniture; re-stripping and applying springs to new furniture; the use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; the use of power sewing machines to sew cushions, welts, etc.; and applying covering fabrics and trim.
Students supply own projects such as chairs, footstools and love seats.
Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $90.00 Materials: $25.00
January 23 to March 29 • **FURN 104X**

Cabinet Making – Elementary

An introduction to common hand and power tools used in home crafts, along with simple joinery methods and other techniques used in furniture and cabinet making. Acquire a basic knowledge of finer woodworking that should encourage you to proceed on your own home projects.
Tues. or Thurs. 7 to 10 p.m. Kensington Campus
60 hours Fee: $130.00
February 28 or March 2 to July 11 or 13
• **CAR 900**

Hairdressing and Barbering

Barbering for Hairdressers

Prerequisite: Ontario Certificate of Qualification in hairstyling.
This course in men's haircutting emphasizes short hair and tapers and prepares the student to qualify for the government hairstyling test and hairstyling certificate. Techniques include: shaving, strapping, honing, facials, hairpieces and blow drying.
Mon. and Wed. 7 to 10 p.m. Kensington Campus
60 hours Fee: $90.00 Materials: $20.00
January 23 to March 29 • **BARB 902**

Ceramics

Certificate in Ceramics Techniques

Due to the increasing popularity of ceramics courses, the Ceramics Department has developed a program of five courses leading to a certificate in Ceramics Techniques. Successful completion of the five certificate courses (CER 900, CER 101X, CER 151X, CER 201X and CER 251X) will indicate the student's competence in hand building, throwing, glazing, decorating techniques, kiln technology and different firing procedures.
Courses taken elsewhere can only be applied in lieu of CER 900.
All other courses must be taken at George Brown College, the materials fee provides two boxes of clay and all the glazes and decorative materials. Students must pay for any additional clay they use.

Basic Ceramics

An introduction to ceramics including basic hand-building and forming, elementary wheel throwing techniques and basic wet clay decorations. Specific topics and methods presented include: constructing with slab and coil, cylinder and box construction, clay jointing; centering, opening and throwing methods, elementary shaping of cylinders and bowl forms, trimming, turning, finishing, slip brushing, banding, scraffito and impressing, glaze application, preparing bisque ware for glaze work and kiln stacking.
Sat. 9 a.m. to noon Casa Loma Campus
30 hours Fee: $45.00 Materials: $35.00
January 21 to April 1 • **CER 900**

Glaze Technology for Ceramics

Prerequisite Knowledge of basic glazing techniques.
This course will provide students with an understanding of the properties of glazes and ingredients used to make a glaze. It will present glaze formulations in a simplified manner with a minumum use of mathematics or complex chemistry. The emphasis will be on low temperature oxidation glazes. High temperature glazes will also be discussed. Students will develop a glaze varying the colour and correcting glaze faults which may occur. Test tiles and printed technical data will be provided.

Tues. 7 to 10 p.m. Casa Loma Campus
24 hours Fee: $36.00 Materials: $35.00
January 24 to March 14 • **CER 906**

Ceramics 1

This course introduces the student to a number of basic ceramic techniques in hand-building, throwing, decorating and glazing. Instruction is given in slab construction and joining with basic clay decoration including impress, scraffito and slip painting surface enrichment. Basic throwing operations are taught by making simple cylinders, mugs with handles and vases. Preparation of bisque ware for glazing and the use of oxide stains, brushing, dipping and glaze overlapping techniques are also taught. Theory in the course includes demonstration in each class and visual slide presentations.
Required work for the completion of the course: 6 mugs with handles, 2 vases, 1 slab pot, all glazed.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00 Materials: $35.00
January 17 to March 23 • **CER 101X**

Ceramics 2

Prerequisite: CER 101X — Ceramics I.
Students further develop skills in wheel throwing, surface decoration, and glazing ceramics wares.
Course Content: Instruction is given in wheel throwing, turning and finishing of ceramic forms. The design theory of bowls and lidded jars, surface enrichment techniques with clay stamps, and wet clay including two-toned inlay with clay. Raised and low relief patterning. Glaze application methods using wax resit on glazes, stain banding, sponge stamping, glaze motifs. Throwing instruction is centered around opening and forming bowls – lipforms and foot shapes, tar forms and lids thrown of the hump. Theory in the course is included in demonstrations during each class and a visual slide presentation.
Required work for the completion of the course: 5 bowls – decorated, 5 lidded jars – decorated, using techniques demonstrated during the course.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00 Materials: $35.00
January 16 to March 22 • **CER 151X**

Ceramic Special Studies

Prerequisite: Practising Ceramist-Potter.
This course is designed to allow the student to work within a concentrated area of his/her choice. Students will determine the area of focus and set goals. The exploration and development of students aesthetic and technical style will be emphasized. Technical demonstrations such as throwing, hand building, decorating, glazing, and kiln basics will be accompanied by slide lectures, design and exercises and critiques of work.
Mon. and Wed. 3 to 6 p.m. Casa Loma Campus
60 hours Fee: $90.00 Material Fee: $35.00
January 16 to March 22 • **CER 151X**

Jewellery Arts

The following courses can be taken for personal enjoyment or professional development. Credits from courses with code numbers in the one, two, three, or four hundred series can be used towards a two- or three-year diploma in specialized Jewellery Arts programs. Please contact the Fashion Division for details.

Jewellery (Introduction)

Prerequisite: Current employment in the industry or hobby.
Develop basic skills and techniques necessary in jewellery making while class projects familiarize you with the use of jewellery hand tools. Techniques covered include: cutting, filing, fitting, hand soldering, fitting parts to small tolerances, and finishing and polishing the completed project.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $20.00
February 27 to May 3 • **JWL 160A**

Jewellery (Intermediate)

Prerequisite: JWL 160A – Jewellery (Introduction).
Develop bench techniques for making jewellery.
Topics include: continuation of bench work; introduction to planishing, shaping and doming of metals, assembly of design components, and soldering and finishing techniques. Students supply their own materials.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $20.00
February 28 to May 4 • **JWL 160C**

Jewellery (Refresher — Intermediate)

Prerequisite: JWL 160C — Jewellery — Intermediate.
Course content: Continuation of bench practices developed in JWL 160C. New projects designed to improve bench techniques and hand skills in jewellery making. Students supply their own materials.
Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $43.00 Equipment Fee: $15.00
March 1 to May 3 • **JWL 160F**

Gem Setting

Prerequisite: JWL 160A — Jewellery (Introduction) or equivalent.
Students are introduced to all facets of gem setting.
Course content: Tools, their selection and preparation for setting; types of gemsetting; preparation of settings – round, oval square, octagon; claw setting preparation, securing the stone and finishing; star setting; preparation, execution and finishing. Students supply their own materials.
Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $15.00
February 27 to May 4 • **JWL 162X**

Gem Setting (Refresher)

Prerequisite: JWL 162X — Gem Setting.
Course content: Continuation of techniques learned in JWL 162X and additional experience in claw, bezel and star settings. Bead setting, pave setting, channel setting and fancy cut setting are introduced and practiced. Students supply their own material.
Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $45.00 Equipment Fee: $15.00
February 28 to May 2 • **JWL 162D**

Jewellery Making (Refresher — Silversmithing)

Prerequisite: JWL 164X — Jewellery Making (Silversmithing).
Course content: Review of techniques with additional projects in raising and planishing. Student selects projects which require either additional skills or more refined basic skills with the approval of the instructor. Items other than jewellery may be produced. Students supply their own materials.
Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $45.00 Equipment Fee: $15.00
February 28 to May 2 • **JWL 164D**

Jewellery Making (Refresher — Enamelling)

Prerequisite: ENA 170X — Jewellery Making (Enamelling) or equivalent.
Students create jewellery items with enamel decoration.
Course content: Use of enamel in jewellery creations. More complex designs on small items such as rings, pendants, and broaches, enamel decorations on holloware. Students select their own projects with the approval of the instructor. Students supply their own materials.
Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $45.00 Equipment Fee: $10.00
March 6 to May 8 • **ENA 170D**

Jewellery Rendering

This course is designed for the serious students who want to learn how to illustrate their Jewellery Designs. It is equally applicable for people presently employed in the Jewellery Industry as for the novices interested in Jewellery Design as a career. The course covers sketching Earrings, Bracelets, Pins and Rings, and Basic Stone Shapes. Students also learn how to draw, shade and paint with water colours.
Tues. 7 to 10 p.m. Casa Loma Campus
45 hours Fee: $67.50 Material Fee: $20.00
January 24 to May 2 • **JWL 906**

Jewellery Design

Prerequisite: Artistic Ability.
Course content: Techniques of observation; composition and arrangement of objects; pencil techniques; drawing a cube with objects in it (earrings, brooch, bracelet, ring) to visualize in perspective; shading of various forms and deviations; producing a stencil with a dimensional look.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $10.00
January 23 to March 29 • **DES 169X**

Jewellery Grinding & Polishing

Prerequisite: Employment in the Industry or Jewellery Arts Student.
This course has been developed to train employees of jewellery manufacturing companies in grinding and polishing jewellery. Students learn through theory and hands-on experience the operations of grinding, pre-polishing, splitlaping, grease buffing and brushing, and final finishing of jewellery items to manufacturing standards. Instruction is also given on the operation and prevention maintenance of the equipment, the types of buffs and abrasives used and the methods of finishing.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $35.00
January 23 to March 29 • **JWL 907**

Jewellery Repair

Prerequisite: Employment in the Industry or JWL 160A.
This course offers hands-on experience in basic jewellery repairs. Instruction is given in ring sizing, chain repairs, setting retipping, rebuilding of sides and underbezels of rings, specialized soldering and other basic repairs. Students supply their own materials and own jewellery for repair.
Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00 Material Fee: $20.00
March 1 to July 12 • **JWL 905**

Gemmology I

Prerequisite: Employment in the jewellery industry or hobby. Study the different physical characteristics of gemstones and the use of testing instruments. Topics discussed include: colours, crystal formation, natural shapes and cuts. This course leads to certification.
Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $15.00
March 6 to May 10 • **GEM 167X**

Gemmology II (Intermediate)

Prerequisite: GEM 167X — Gemmology I.
Further study of gemstones as used in the jewellery industry and their identification using gemmological instruments. The course also examines the physical properties and chemical composition of precious stones, minerals and organic substances.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $15.00
March 7 to May 11 • **GEM 267X**

Business Management for Craftspeople and Artists

This course is designed to introduce business concepts and practices to Jewellers, Ceramics Craftspeople, Designers and Artists. The course will focus on practical techniques and approaches for small business and will include record keeping, legal factors, marketing and successful business practices. This course has been specially developed on the recommendation of the Ceramics Advisory Committee and in co-operation with the Jewellery Arts Department.
Wed. 5:30 to 8:30 p.m.
St. James Campus
45 hours Fee: $45.00
January 25 to May 3 • **SBM 902**

Watchmaking

Basic Clock Repairing

Prerequisite: WACH 901 or proof of equivalent competency.
Course Content: Instruction is given in the disassembly, cleaning, assembly and minor adjustments of alarm clocks and other simple clocks without striking or chiming mechanisms. Rebushing, refinishing pivots and other skills from WACH 901 will be applied as necessary.
Wed. 7 to 10 p.m. St. James Campus
30 hours Fee: $45.00 Material Fee: $20.00
March 1 to May 3 • **WACH 903**

Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000 and will require a large number of well-trained personnel. The following each complete in itself, expose future industry leaders to different aspects of management. Successful completion of six of the following nine courses qualifies the student for a Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337. A TEXTBOOK IS REQUIRED IN MOST COURSES.

Food Service Facilities — Planning and Design

Explains the stages in the development of a food service facility and the roles, compensations for and responsibilities of the professionals on the planning team: owner, operator, architect, food service designer, equipment contractor etc. Assignments and case studies are used to present material. Subjects covered include: management of conceptual and physical planning in the overall development of the facility, concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of professional consultants and emerging trends in hospitality facilities. Note: Enrolment is limited.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
Materials: $15.00 (includes price of text)
January 23 to March 27 • **FSF 900**

Purchasing for Hospitality

By learning the fundamental principles of food and beverage purchasing, you can avoid costly errors and build a more profitable operation. This basic course deals with purchasing needs as determined by function, delivery, quantity and price.
Further topics of discussion include: purchasing specifications, making quantity decisions, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedures, value analysis, buying outside Canada, make vs. buy decisions and evaluating purchasing effectiveness.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
Materials: $25.00 (includes price of text)
January 26 to March 30 • **ACC 108X**

Food and Beverage Cost Control

Learn the food and beverage cost control techniques used by the hospitality industry from purchasing through receiving, storing, issuing, production to portion and revenue control. Topics emphasized include: yield testing, recipe pre-costing and interpreting cost control information. Pricing strategy and the relationship between sales volume and profitability are touched on.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
Materials: $15.00 (includes price of text)
January 23 to March 27 • **ACC 210X**

Labour Cost Control for Hospitality Industry

This course deals with the management of costs incurred to pay for the services of human resources in the labour intensive hospitality industry. It analyses the elements which determine the labour cost and suggests how to develop the organizational structur and labour utilization for maximum efficiency. Human rights and labour legislation and their impact on labour costs are also examined.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00
January 25 to March 29 • **ACCL 900**

Front Office Operation

This course offers an in-depth study of Front Office procedures and analysis of the hotel-guest relationship from pre-arrival to departure.
Specific topics include: hotel terminology, types of reservation controls, reception and credit procedures, operation of the NCR 4200, 250 and the H.I.S. computer program for guest registration accounts and auditing control.
Thurs. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $67.50 Materials: $10.00
January 26 to May 4 • **HIND 222X**

Hospitality Law and Insurance

Provides students with a general understanding of the Canadian legal system as it pertains to the hospitality industry. This information allows the student to avoid legal difficulties for employees, customers and the organization. Topics include: origins and principles of the law, legal procedures, and the specific details of the law relating to the hospitality industry.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
Materials: $30.00 (includes price of text)
January 23 to March 27 • **LAW 204X**

Hospitality Accounting

Develops a working knowledge of the various areas essential to profitable financial management. Students determine the basic accounting data required by hospitality and tourism related operations and learn to use this information to improve the efficiency and profitability of the business. Individual sessions include: accounting: the language of business, special journals, the worksheet, financial statement analysis, rates analysis, break-even analysis, budgeting, cash management and internal control.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
Materials: $20.00 (includes price of text)
January 25 to March 29 • **ACC 207X**

How to reach us:
947-9914

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Hospitality Accounting II

This course continues with acconting procedures which were developed specifically for hospitality industry. It deals with the balance sheet, the income statement, period-end adjustments, depreciation, cost of sales, the worksheet, the month-end closing and ana introduction to special journals.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
January 25 to March 29 • **ACC 910**

Hospitality Personnel

Techniques for successfully managing the human resources of an organization and developing skills in manpower planning.
Topics include: theories of the management process; planning, staffing, organizing, directing and controlling the workforce, compensation, motivation, training and development, job design and standards of performance.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00
January 24 to March 28 • **PERS 202X**

Marketing for the Hospitality Industry

Learn the elements of a successful marketing program, as well as how to deal with marketing problems and avoid errors that waste time, money and create unhappy customers. Specific topics include: the marketing mix — product, place, price, promotion and their effect on the customer, the sales department, advertising, public relations, the marketing plan, food and beverage marketing and menus, press relations and promotional material.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
Materials: $30.00 (includes price of text)
January 25 to March 29 • **MARK 208X**

How to Start a Restaurant

An overview of the many areas of concern when planning and/or operating a new food service facility that are dealt with more specifically in the other courses in this series. The areas discussed include: developing a concept, defining the marketing strategy, menu planning, business organization, human resources, layout and design of the facility, financial planning, and controlling food, beverage and labour costs.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $15.00
January 26 to March 30 • **SBM 900**

Kitchen Management

Develop the skills needed to manage any type of kitchen. Students participate in the instructor's demonstrations of yield tests with a primal cut of beef and a multiple ingredient recipe. Other topics include: how to interpret simplified financial statements, classification of menus, culinary terminology, types of dining room services, pre-cost standardized recipes, how to calculate food costs, food sales, food cost percentage, and how to forecast annual sales and production requirements.
Tues. 6 to 9 p.m. St. James Campus
45 hours Fee: $67.50 Materials: $15.00
January 24 to May 2 • **PUR 104X**

Certificate in Haute Cuisine

This program is designed to meet the growing demand for people skilled in the preparation of fine food. Basic Small Quantity Food is the first of eight courses in the program and students learn to apply the principles of cooking to tested recipes under the guidance of professional chefs. Further courses, in sequence, are: Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student receives a certificate of competence on satisfactory completion of each course and on completion of five courses will be awarded a certificate in Haute Cuisine.

Cooking

Small Quantity Food (Basic)

This introduction to the basic principles of cooking shows you how to take the raw products and create the basic requirements for classical dishes. Topics include: sauteing, broiling, stewing, cooking lean and fat fish, seafoods, vegetables, salads, garnishes, dressings and the use of herbs, spices and wines.
Mon., Tues., Wed. or Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $100.00
January 23, 24, 25, 26 to May 1, 2, 3, 4
• **FP 730X**

Small Quantity Food (Advanced)

Prerequisite: FP 730X — Small Quantity Food (Basic).
Apply your knowledge of cooking to the classical dishes of continental Europe. Learn to prepare a variety of famous dishes including: the French classics, Italian pastas, Spanish paellas, Russian coulibiacs, Scandinavian smorgasbords, German sauerbraten and beer soups, the shish kebabs of Turkey and Greece, the bouillabaisse of Marseilles, Indian curries, Japanese suki yaki and the nasi goreng of Indonesia.
Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $140.00
January 26 to May 4 • **FP 731X**

Vegetarian Cooking

An introduction to vegetarian cooking including identification and selection of raw food and the various cooking methods used eg. frying, steaming and grilling. Also learn the nutritional value of vegetarian products, how to plan menus and purchase in season.
Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $73.00 Materials: $44.00
January 24 to March 28 • **F 835**

Chinese Cuisine (Cantonese)

Learn to cook and prepare food Cantonese-style. Techniques introduced include: handling Chinese cleavers and knives, using different types of woks, the cooking temperature for various foods; the use of flour, starches, oil and spices; preparing poplar Cantonese sauces such as beef tenderloin sauce, sweet and sour sauces, barbecue sauce etc., and making several types of soup.
Students prepare about 17 different recipes themselves in the Chinese cuisine lab after the instructor demonstrates the proper method.
Mon. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
January 23 to March 27 • **F 901**

Chinese Cuisine (Cantonese) Level II

Prerequisite: Chinese Cuisine (Cantonese) F901.
This course is intended for those who have experienced the art of Cantonese cooking and wish to further their skills by adding new recipes. The new dishes range from seafood to poultry and beef, supplemented with a number of vegetables, noodles and rice and the appropriate sauces, cooked in the style that best complements the main dish.
Wed. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
January 25 to March 29 • **F 838**

Chinese Cuisine (Dim-Sum)

Learn to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste, red bean paste buns, barbecue steamed buns, chicken buns, coconut pudding, sago pudding, agar-agar almond flavoured pudding, egg puffs and more.
Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.
Tues. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
January 24 to March 28 • **F 900**

Chinese Cuisine (Sichuan)

In this course the student is introduced to Sichuan style Chinese Cuisine. As with other styles, Sichuan Cuisine is unique in its treatments of chicken, pork, beef and seafood as well as a number of vegetables. Similarly, different ingredients and methods of preparation of Sichuan sauces will often change the flavour of a given recipe.
All food preparation is first demonstrated by the teacher and then prepared by students in the Chinese Cuisine Lab. Up to 20 different recipes are prepared during the 10-week course.
Thurs. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
January 26 to March 30 • **F 904**

Junior Gourmet Cooking

Prerequisite: 10-18 years old and a desire to learn gourmet cooking.
Basic cooking techniques are introduced through 20 or more varied recipes. Students cover: soups, boning and cooking poultry, cleaning and cooking fish, egg dishes, frying, sauteing, stewing, roasting, braising, salad work, cold desserts, baking etc.
Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $62.00 Materials: $41.00
January 28 to April 1 • **F 815**

Junior Gourmet Cooking (Advanced)

Prerequisite: Junior Gourmet Basic F 815.
Course content: Students will further the skills and knowledge acquired in the basic course. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy, Germany, Austria, Spain, the South Pacific, England, Switzerland, and New Zealand. The students will engage in practical work to attain these skills.
Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $62.00 Materials: $30.00
January 28 to April 1 • **F 819**

Baking

Baking (Basic)

Gain a practical knowledge of pastry doughs, choux paste, yeast dough, sponge goods, quick bread, custards, puddings and other types of desserts. Learn to prepare fresh apple pie, creamy desserts, fruit type desserts, yeast dough products, puff paste, cake (pastry), cheese pie, cookies and black forest cake.
Mon. or Thurs. 6 to 10 p.m. St. James Campus
40 hours Fee: $90.00 Materials: $63.00
January 23 or 26 to March 27 or 30 • **BK 610X**

Baking (Advanced)

Prerequisite: BK 610X — Basic Baking.
Develop advanced techniques of preparing pastry and desserts.
Students are taught the true art of French pastries and their presentation and learn to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, tortes and gateau.
Wed. 6 to 10 p.m. St. James Campus
40 hours Fee: $60.00 Materials: $73.00
January 25 to March 29 • **BK 634X**

Cake Decorating

Learn the art of cake decoration and design and the practical techniques of cake and pastry decorating. Lectures, demonstrations and hands-on experience introduce the following techniques: piping, icing, modelling, preparing various decorator icings, free-hand piping, pattern making string work, ornaments, inscriptions, flowers, border designs, and working with marzipan, chocolate and rolled fondant.
Tues. or Wed. 7 to 10 p.m. St. James Campus
30 hours Fee: $75.00 Materials: $25.00
January 24 or 25 to March 28 or 29 • **BK 639X**

Cookie Craft for the Professional Baker

Prerequisite: Grade 8 minimum or equivalent in English and Mathematics.
Course content: In this course students learn to produce a variety of cookies by using different methods, i.e. all-in method, creaming method, whipping method and combination method.
Some of the items produced are: cut out or sugar cookies, drop, short bread (roll-out and piped variety), florentine and lemon snaps, sandwich type, ice box type, sheet type, bar type,

macaroons and seasonal type cookies. The theory is taught from 4 to 6 p.m. and the lab portion from 7 to 11 p.m. in each session. This course represents one of eight modules of the program of professional baking as developed by the Ministry of Colleges and Universities, Industrial Training Branch.
Tues. 4 to 6 p.m. and 7 to 11 p.m.
St. James Campus
114 hours Fee: $171.00 Materials: $156.00
February 21 to June 27 • **BK 903**

Patissier

This part-time program provides advanced training for bakers and pastry cooks in all aspects of cakes, pastries, decorating and specialty items required in the trade. This two-part program is divided into 10 units according to the patissier training profile developed by the Apprenticeship Branch of the Ontario Ministry of Colleges and Universities as an extension of the Junior Baker and Baker programs.

Patissier I (Baker, Branch 3, Apprentice)

Prerequisite: Certified journeyman baker or cook. The following subjects are covered in Part I: specialty cakes, pastries, petit fours, decorating, desserts and almond paste.
Tues. 6 to 11 p.m. St. James Campus
85 hours Fee: $127.50 Materials: $164.75
January 24 to May 16 • **F 649**

Wines and Spirits

Appreciation of Wines

Prerequisite: Over 19 years of age.
Develop a greater knowledge of wines from the different types and vintages to the selection of the correct wine for the menu. Students also discuss wine prices, handling, storage, glassware and serving temperatures. Taste evaluations of the more distinctive wines will be conducted by guest lecturers.
Tues. or Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $75.00 Materials: $95.00
January 24 or 26 to March 28 or 30 • **F 902**

Advanced Wine Appreciation

Prerequisite: Appreciation of Wines F 902 and over 19 years of age.
Course Content: This course has been designed to familiarize students who already have a sense of wine appreciation, with "Grand Crus" from some of the world's vineyards such as France, Germany, Portugal, Spain and the U.S.A. Tasting and sampling will be the main part of the course.
Wed. 7 to 10 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $155.00
January 25 to March 29 • **F 903**

Mixology (Cocktail Bartending)

Learn to prepare the 30 most popular shaken, stirred and built drinks for use at home or as an introduction to the bartending profession. Each student works in a fully equipped individual bar.
Mon., Tues., Wed. or Thurs. 7 to 10 p.m.
St. James Campus
30 hours Fee: $45.00
Materials: $60.00 (includes price of text)
January 23, 24, 25, 26 to March 27, 28, 29, 30 • **BAR 503X**

The Language of Food

This course, intended for either students of hospitality or anyone with a passion for food and drink and a desire to tell the world about it, explores food communications in its broadest context, including electronic and print media, public relations and advertising, food styling and food photography, and simply good, clear business writing. Each session will feature guest speakers expert in a particular area of food communications, as well as practical demonstrations and exercises designed to improve individual food communication skills.
Maximum Enrollment: 50 (maximum)
Course Leaders: Andrew Douglas and David Kingsmill.
Length: Eight 3-hour sessions.
Wed. 7 to 10 p.m St. James Campus
24 hours Fee: $36.00
January 25 to March 15 • **F 907**

Meat Cutting

Meat Trade Theory (Retail Meat Cutting)

An introduction to the various aspects of merchandising specific meat products for novices in the retail meat trade. Lectures and demonstrations deal with the following subjects: cutting, grading; the characteristics of beef, lamb, pork and veal carcasses, preparing poultry for retail sale, and displaying and merchandising all types of meat products.
Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $45.00 Materials: $20.00
January 24 to March 28 • **MC 613X**

Sausage Making

This course is intended for small food retailers such as specialty delicatessen, small caterers, restaurants and hotels who could benefit from offering fresh specialty items to thier customers. It is also open to anyone interested in sausage making. Students learn to use the equipment, prepare ingredients, use different spices, select the type of casing and binding agents and other essential operations. Several different sausage types are prepared in class.
Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $45.00 Materials: $85.00
January 24 to March 28 • **F 908**

Community Services Diploma and Certificate Programs

The Community Services Division at George Brown offers many diplomas and certificates on a part-time basis:
- Human Services Counsellor Diploma
- Child Care Worker Diploma
- Early Childhood Education Diploma
- Activation Coordinator Diploma
- Community Worker Diploma
- Human Services Management Post-Diploma Certificate
- Post-Diploma Program: Family Work
- Foster Parent Certificate
- Health Care Aide Certificate
- Educational Assistant Certificate
- Assaulted Women's & Children's Counsellor Advocate

Program details follow.

Note: Courses leading to diplomas and certificates cannot be taken as single courses. Applicants must apply for full programs only.

Human Services Counsellor Diploma

This program is offered on a part-time basis for those unable to attend full-time. Preference is given to students already employed in the human services field or a related area.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9, or by calling 967-1212, ext. 4220.
An admission interview is required. Details of registration are given to students after they are accepted into the program. Preference is given to those taking the full requirement of four courses each term, excluding field practice. The requirements for the diploma must be completed within five years.
Courses on Wednesday are offered between 1 p.m. and 8:30 p.m.

The following courses must be completed in order to obtain the diploma:
Field Practice I
Human Growth and Behaviour I
Group Process I
Introduction to Basic Research Skills
Fieldwork Seminar I — Introduction to Human Services
Theory, Methods and Practice of Counselling I
Counselling Practice Laboratory
Field Practice II
Human Growth and Behaviour II
Group Process II
Theory, Methods and Practice of Counselling II
Ethics, Values and Professionalism
Research and Independent Studies
Research Methodology
Field Work Seminar II
Sociology
Cross Cultural Comparison
Life Skills Methodology I & II

Each student is also required to take two of the three available concentration courses. In the special studies courses, only the one course related to the student's major concentration is required.

Concentration Courses:
HUS 222X Basic Studies in Addictions
HUS 224X Basic Studies in Mental Health
HUS 226 Basic Studies in Criminal Justice

Special Studies Courses:
HUS 228X Special Studies in Addictions
HUS 230X Special Studies in Mental Health
HUS 232X Special Studies in Criminal Justice

This program does not accept new students during the winter term. To begin the program in September 1989, applicants should apply after January 15, 1989. Mail applications to: Admissions, St. James Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9

Child Care Worker Diploma

This program is offered on a part-time basis to those unable to attend full-time and are currently working full-time with emotionally disturbed children or troubled adolescents.
An admission interview is required. Details of registration are available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9.
Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Wednesday between 3 p.m. and 10 p.m.
The following courses must be completed in order to obtain the diploma: Field Practice
Human Growth and Development
Caring for the Disturbed Child I
Therapeutic Activities
Group Process
Interviewing and Counselling
Field Practice
Childhood Psychopathology
Caring for the Disturbed Child II
Treatment Philosophies
Organizational Development
Working with Families
Values, Ethics and Professionalism
Adolescence
Adolescence Role and Identity
Integration of Theory and Practice
Introductory Psychology
Introductory Sociology

This program does not accept new students during the winter term. To begin the program in September 1989, applicants should apply after January 15, 1989. Mail applications to: Admissions, Casa Loma Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9

Early Childhood Education Diploma

This program is offered on a part-time basis to those unable to attend full-time.
An admission interview is required. Details of registration are available to those accepted into the program.
Applications and information regarding this program may be obtained form Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Monday, Tuesday and Thursday evenings.
The following courses must be completed in order to obtain the diploma:
ECE 100X Infant and Child Development
ECE 101X Health and Nutrition
ECE 103X Interpersonal Communications
ECE 104X Principles of Day Care I
ECE 105X Art Education
ECE 113X Field Practice
ECE 114X Field Practice
ECE 116X Storytelling and Literature
ECE 117X Music
ECE 118X Parent Education I
ECE 200X Human Growth and Development

FamilyWork

POST DIPLOMA PROGRAM

This post Diploma Program in Family Work is designed for working professionals who hold diplomas or degrees in a human service field and who are currently involved or wish to become involved in family work.

The program consists of four evening courses to be taken over a year — a total of 180 hours of instruction including 36 hours of clinical experience.

The post Diploma Program in Family Work courses will be offered as follows at the Nightingale Campus:

Semester I
September 18, 1989 to January 29, 1990
5:30 p.m. to 7:30 p.m. HSE 403
Influence on the Family
7:30 p.m. to 9:30 p.m. HSE 400
Working with Families in the Home

Semester II
February 5, 1990 to June 11, 1990
5:30 p.m. to 7:30 p.m. HSE 402
Family Counselling Practice Lab
7:30 p.m. to 9:30 p.m. HSE 401
Interviewing & Assessment

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9

ECE 201X Children with Special Needs
ECE 202X Curriculum Development
ECE 203X Planning, Management and Legislation
ECE 204X History and Philosophy
ECE 206X Family Dynamics
ECE 207X Parent Education II
ECE 208X Professional Development
ECE 212X Field Practice
ECE 213X Field Practice
ECE 215X Movement and Drama
ECE 216X Science Experience
ECE 217X Principles of Day Care II
ENG 114X Language and Communications
SOC 106X Introductory Sociology
PSY 107X Introductory Psychology

Courses offered this term:

Field Practice

An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.
Mon. to Fri.
160 hours Fee: $30.00 • **ECE 113X**

Introductory Sociology

The basic concepts of sociology are examined in the context of Canadian society. The concepts of intergroup relations, class structure, culture and institutions are related to the care of children in day care settings.
Mon. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $42.00
January 2 to April 3 • **SOC 106X**

Infant and Child Development

An overview of human growth and development from birth to five years with the emphasis on the period from birth to two years. Social, emotional, physical and cognitive development are examined as both independent and interrelated processes that are affected by heredity and environment.
Mon. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $63.00
January 2 to April 3 • **ECE 100X**

Interpersonal Communications

The purpose of this course is to examine principles and concepts of interpersonal communication and to develop skills in facilitating the interpersonal communication process.
Mon. or Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
28 hours Fee: $42.00
January 2 or 5 to April 3 or 6 • **ECE 103X**

Principles of Day Care I

A study of effective settings and programs for babies and children in early childhood centres. Examine the issues of what comprises "good" day care for infants, toddlers and preschoolers.
Tues. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $42.00
January 3 to April 4 • **ECE 104X**

Art Education

An exploration of the creative process through workshops and seminars. Examine a variety of art materials and how they can be used with young children to foster learning and self-expression.
Mon. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $63.00
January 2 to April 3 • **ECE 105X**

Parent Education I

Provides a theoretical background in current methods of parenting. Learn how to work comfortably, effectively and professionally with the parents of day care children.
Tues. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $42.00
January 3 to April 4 • **ECE 118X**

Human Growth and Development

The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.
Mon. or Tues. 6:30 to 8:30 p.m. Nightingale Campus
42 hours Fee: $63.00
January 2 or 3 to April 3 or 4 • **ECE 200X**

Planning, Management and Legislation

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements, initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.
Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
January 3 to April 4 • **ECE 203X**

Language and Communications

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.
Mon. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $42.00
January 2 to April 3 • **ENG 114X**

Family Dynamics

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.
Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $42.00
January 5 to April 6 • **ECE 206X**

Professional Development

This course is designed to meet two major objectives: exploring and examining the notion of "Professionalism" and facilitating the transition from student to employee.
Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $42.00
January 5 to April 6 • **ECE 208X**

Introductory Psychology

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to children in day centres.
Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $42.00
January 5 to April 6 • **PSY 107X**

Field Practice

Prerequisite: ECE 113X — Field Practice.
An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.
Mon. to Fri.
160 hours Fee: $30.00 • **ECE 114X**

Post Diploma Certificate in Day Care Management

This program will provide managers and supervisors with better knowledge and appreciation of their roles and responsibilities, and will prepare non-management staff to further their careers.

Dates: Winter Semester
November 28, 1988 to February 13, 1989
6 to 9 p.m. Management and Leadership Skills • **DCM 402** Fee: $40.50
February 27 to May 1
6 to 9 p.m. Supervision and Staff Development • **DCM 403** Fee: $40.50

Entry Requirements:

- ECE Diploma / Equivalent *OR*
- M.C.S.S. Approved *OR*
- Current Day Care Supervisor
- Minimum of one year's experience

Program Structure:

Communication Strategies for Managers • **DCM 401**

Management and Leadership Skills • **DCM 402**

Supervision and Staff Development • **DCM 403**

Financial Management • **DCM 404**

Curriculum Design, Implementation and Evaluation • **DCM 405**

Working with Boards and Your Community • **DCM 406**

Advocacy-Politics and Funding of Childcare • **DCM 407**

Field Practice

Prerequisites: ECE 113X — Field Practice and ECE 114X — Field Practice.
An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.
Mon. to Fri.
160 hours Fee: $30.00 • **ECE 212X**

Field Practice

An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.
Mon. to Fri.
160 hours Fee: $30.00 • **ECE 213X**

School Age Leadership II

Prerequisite: Working in an E.C.E. setting.
This course is the second part of a two-part certificate in Shool Age Leadership and Programing. The student will learn to develop and coordinate group activities for school age children. Topics covered include: indoor/outdoor activities, active/quiet games, arts and crafts, sharing, competitive/non-competitive games, field trips, etc.
Tues. 6to 8 p.m. Nightingale Campus
24 hours Fee: $36.00
January 10 to March 28 • **ADM 903**

Cooking for Day Care

Prerequisite: Interest in Food Preparation.
This course is designed to introduce students to the basic requirements of health, hygiene, nutrition, special diets, and the hazards involved with food handling in a day care. Students learn to use their creativity when preparing menus for special dieters, various age groups and diverse cultural backgrounds. The student learns kitchen maintenance, food purchasing/storage and proper equipment handling.
Wed. 6 to 8 p.m. Nightingale Campus
24 hours Fee: $36.00
January 18 to April 5 • **NUT 901**

Activation Coordinator/ Gerontology Diploma

This part-time program provides training for those employed or seeking employment as activity programmers in institutions or community settings. Students gain the knowledge and skills needed to care for elderly and/or handicapped people.
An admission interview is required. Details of registration are made available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone M. Gaffney at 967-1212, ext. 4242.
Courses are offered Tuesday and Thursday between 2 p.m. and 9 p.m.
The following courses must be completed in order to obtain the diploma:

Semester I
GERI 101X Biology of Aging
ACT 104X Activity Planning
ENG 128X Communications
FLDP 101X Field Practice
FLDW 101X Field Seminar

Semester II
ACT 105X Use of Crafts and Hobbies
PSY 172X Introductory Psychology
ACT 102X Working with the Handicapped
ACT 103X Ambulation and Exercise
FLDP 111X Field Practice
FLDW 111X Field Seminar

Semester III *(will be offered in January 1990)*
ACT 107X Group Process
ACT 106X Normalization and Remotivation
PSY 116X Introduction to Gerontology
FLDP 103X Field Practice
FLDW 103X Field Seminar

Semester IV
ACT 100X Growth and Development
PSY 205X Psycho-Geriatrics
SOC 172X Introductory Sociology
ACT 101X Community Resources

Semester V
PDE 201X Human Relations
FLDP 205X Field Work Practice
FLDW 205X Field Work Seminar
FLDW 113X Field Seminar
ACT 216X Therapeutic Programming
ACT 214X Counselling Skills

Semester VI
ACT 208X Assessment Skills
BUS 210X Organization and Management Skills
CS 200X Cobrdination Skills
FLDP 215X Field Practice
FLDW 215X Field Seminar

Courses offered this term:

Semester I

Crafts and Hobbies

Practice a variety of crafts and hobby skills such as sewing, needlework and jewelelry making that are appropriate to the mental and physical capacities of the elderly and/or handicapped.
Tue. 5:30 to 7 p.m. Nightingale Campus
25.5 hours Fee: $38.25
January 31 to May 16 • **ACT 105X**

Working with the Handicapped

Study and practice the skills necessary for working with the handicapped, including: safety, transfers, care during excursions, emergency first aid, and communicating with the communication impaired.
Tue. 3:30 to 5 p.m. Nightingale Campus
25.5 hours Fee: $38.25
January 31 to May 16 • **ACT 102X**

Ambulation and Exercise

Through demonstration and practice, learn the skills necessary to promote and maintain fitness among both well and impaired elderly and handicapped people. Specific topics include: fitness; exercises for gross motor, fine motor, perceptual and locomotor skills, adaptations for specific handicaps, and the use of ambulation aids such as wheelchairs, walkers, canes and crutches. The rationale for working under professional direction is discussed.
Tue. 7 to 8:30 p.m. Nightingale Campus
25.5 hours Fee: $38.25
January 31 to May 16 • **ACT 103X**

Introductory Psychology

Introductory psychology is intended to introduce students to the basic tenents, schools of thought, and theories of psychology. In this course we will examine not only the things people do but why they do them, as well as looking at ourselves in relation to the world around us.
Tue. 2 to 3:30 p.m. Nightingale Campus
25.5 hours Fee: $38.25
January 31 to May 16 • **PSY 172X**

Field Work Seminar II

Staff advisors meet with students in field practice to discuss common concerns and other issues encountered in field placements.
Tue. 1 to 2 p.m. Nightingale Campus
17 hours Fee: $25.50
January 31 to May 16 • **FLDW 111X**

Field Practice II

A prerequisite for Field Practice III.
Must be taken concurrently with fourth semester courses. See Field Practice I for description.
Nightingale Campus
150 hours Fee: $25.00
Starts: Tuesday, January 31, 1989 • **FLDP 111X**

Assaulted Women's and Children's Counsellor/ Advocate

George Brown College offers a program to train people to work in the field of violence against women and children — in shelters for battered women, in sexual assault centres, community centres and advocacy services. This is a three-year program if completed on a part-time basis; two years if completed full-time.

For more information about this program, please call S. Fishleigh at 967-1212, ext. 4220.

Women's College Hospital & George Brown College announce development of a collaborative program for Childbirth Educators

This Program is of interest to people who have completed post-secondary education and have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience.

Entrance requirements include:
- evidence of post-secondary training
- attendance at an interview/ information session
- a résumé

For more information, **please call Jackie Salmona at 967-1212, ext. 4229.**

Organizational and Management Skills

Gain the organizational and management skills essential to the operation of an efficient program department. Topics include: budgeting, supervision techniques; writing reports, agendas, minutes and proposals, and conducting meetings.
Thurs. 2 to 4 p.m. Nightingale Campus
30 hours Fee: $45.00
February 2 to May 18 • **BUS 210X**

Coordinating Skills

Learn to coordinate the use of resources and assist in dealing with residents, other staff members, volunteers and agencies. Topics covered include: teaching techniques; using audio-visual, educational and social resources; the recruitment, training and direction of volunteers, supervision of field placements, and agency liaison.
Thurs. 4 to 6 p.m. Nightingale Campus
30 hours Fee: $45.00
February 2 to May 18 • **CS 200X**

Assessment Skills

Incorporates the skills of assessment of individual physical, social and emotional needs and interests followed by methods of adapting the environment, activities of daily living and program placement to meet individual needs. These skills can be practised as a team member under professional supervision.
Thurs. 6 to 8 p.m. Nightingale Campus
30 hours Fee: $45.00
February 2 to May 18 • **ACT 208X**

Attention Students: Please check with Coordinator (M. Gaffney - 4242) re sequence of courses prior to commencement of January program. (All courses will be offered but times may be changed if required.)

Field Practice VI

See FLDP 113X for description.
Mon. to Fri.
150 hours Fee: $25.00
February 2 to May 18 • **FLDP 215X**

Field Work Seminar

Staff advisors meet with their students in field practice to discuss common concerns and explore issues raised in field placements.
To be taken concurrently with Field Practice III.
Thurs. 1 to 2 p.m. Nightingale Campus
15 hours Fee: $22.50
February 2 to May 18 • **FLDW 215X**

Childbirth Education — Module I

Prerequisite: Letter of acceptance.
Corequisite: Module II.
This course is designed to introduce students to principles of childbirth education. Through a series of self-directed learning packages, supported by tutorials, students cover such things as: philosophies of childbirth education, values and beliefs of family-centered maternity care, emotional, physical, physiological, psychosexual and social processes of pregnancy. In addition, this initial module covers birth and the post partum period, maternal and infant nutrition, diagnostic testing technology, consumer-related issues and community resources.
Module I is comprised of 8 self-directed learning packages and must be taken in conjunction with Module II which is comprised of tutorials and observations.
Thurs. 7 to 10 p.m. Nightingale Campus
January 14 to April 21
Both courses:
120 hours total; Fee: $180.00 total • **MATN 900**

Childbirth Education — Module II

Corequisite: Module I
This course is designed to provide a vehicle for applying and integrating the content covered in Module I. It is comprised of a series of tutorials, observations and assignments.
Under the direction of faculty, students meet to review and discuss materials, plan and carry out observations, and begin to develop a comprehensive network of community resources.
Students are required to register for both Modules I and II.
Thurs. 7 to 10 p.m. Nightingale Campus
January 14 to April 21
Both courses:
120 hours total; Fee: $180.00 total • **MATN 900**

Public Relations Strategy For Community Groups and Non-Profit Organizations

Designed for individuals involved in community work and/or non- profit organizations whose work requires an understanding of basic communication and public relations skills. The course covers media relations, advertising strategy, identification of markets, and the management of communication goals. Other topics include: writing news releases and newsletters, developing media contacts, advertising in newspapers, radio and television, telephone and direct mail campaigns, interviewing techniques, working with graphic artists and printers, and distributing information.
Wed. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $36.00
January 13 to March 30 • **HS 904**

Health Care Aide Certificate

This program provides basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse, the health care aide provides personal care for the comfort and safety of residents and helps create a climate that promotes the optimal physical, social and emotional well-being of each resident. The Health Care Aide program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.
Admission Requirements:
Grade 10 — mature persons 19 years of age and older with less than grade 10 are considered individually.
Facility with English.
A personal interview.

The program is 480 hours long and is offered part-time in both day and evening courses. Further details regarding registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College, P.O. Box 1015, Station "B",Toronto, Ontario M5T 2T9
Telephone: 967-1212, M. Gaffney.

The following courses must be completed to obtain the certificate:
CARE 900 – Communications
CARE 901 – Biological Needs
CARE 903 – Social and Emotional Needs
CARE 908 – Clinical 1 (Personal Care)
CARE 909 – Clinical 2 (Activation)
CARE 910 – Clinical 3

Courses offered this term:

Communications

Promotes a better understanding of the cultural patterns and social values of people in institutions. The emphasis is on both verbal and non-verbal communication and the effective use of English.
Mon. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $54.00
January 2 to February 27
March 27 to May 22 • **CARE 900**

Biological Needs

An introduction to normal body processes and the physical changes which occur throughout a person's life. Nutritional requirements are discussed with special reference to the needs of the elderly.
Wed. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $54.00
January 4 to March 1
March 29 to May 24 • **CARE 901**

Social and Emotional Needs

Examine the basic social and emotional needs of individuals to help understand the emotional and mental changes that occur with aging and institutionalization.
Tues. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $54.00
January 3 to February 28
March 28 to May 23 • **CARE 903**

Clinical I (Personal Care)

Learn the basic principles of care with the emphasis on the needs of residents in a variety of institutional facilities. The course is a combination of theory, demonstrations, and practical work.
Mon. 6 to 10 p.m. Nightingale Campus
56 hours Fee: $84.00
January 3 to March 13
March 27 to June 5 • **CARE 908**

Clinical II (Activation)

Methods of remotivation and minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Learn how to apply these skills in a variety of situations.
Thurs. 6: to 10 p.m. Nightingale Campus
36 hours Fee: $54.00
January 5 to March 2
March 30 to May 25 • **CARE 909**

Clinical III

Students are placed in an institutional setting to further develop the skills needed by a health care aide. Those who can document competency through employment experience are eligible to apply for exemption from this course.
Mon. to Fri.
200 hours Fee: $35.00
March 20 to April 21
June 12 to July 14 • **CARE 910**

Certificate in E.C.E. Supervision and Administration

Administration and Management

Prerequisite: Currently working in an E.C.E. setting.
This course is the second part of a two-part certificate in Supervision and Administration. It is designed for those currently in supervisory positions, workers who often assume the role of acting supervisor, or those who would like to develop the skills needed to become a supervisor. Topics covered include: administrative and management theory, developing and implementing effective policies and practices, and short and long-term planning.
Thurs. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $36.00
January 19 to April 6 • **ADM 901**

Supervision and Professional Development

To be offered Fall 1989.

Incest and Child Sexual Abuse: Social Counselling Issues

To be offered Spring 1989.

Post Diploma Certificate in Human Services Management

co-sponsored by George Brown College and Metro Toronto Association for Community Living

This program provides managers and supervisors in human services with a better knowledge and appreciation of their roles and responsibilities and prepares non-management staff for career advancement.

The understanding of the management process will be related to working situations. Emphasis will be placed on the acquisition of skills using both experimental and lecture formats.

Dates:
January 9, 1989 to December 18, 1989.

Entry Requirements:
To be accepted into the program, applicants must:
- Have completed a post-secondary diploma-level program in the area of human services (or equivalent).
- Have completed a minimum of two years employment in a human services agency.
- Be in a supervisory or management position or be on staff at an agency and wish to prepare themselves for promotion.

Participants must complete the following courses in order to obtain the certificate.

Required:
HSE 410 Management Context and Techniques
5:30 to 8 p.m.
January 9 to March 27

Electives:
HSE 416 The Dynamics of Human Services Organizations
5:30 to 8 p.m.
January 9 to March 27

HSE 413 Funding and Fund Raising
8 to 10:30 p.m.
September 26 to December 18

HSE 415 Personnel Practices
5:30 to 8 p.m.
April 3 to June 20

HSE 412 The New Technology
8 to 10:30 p.m.
April 3 to June 20

HSE 418 Financial Management
8 to 10:30 p.m.
September 26 to December 18

Fee: $45.00 per course.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or phone Brenda Jacobs, Metro Toronto Association for Community Living (416) 968-0650.

One Year Certificate Program

Support Care

Learn to Assist People Who Have Physical Disabilities

FULL-TIME & PART-TIME PROGRAMS STARTING SEPTEMBER 1989

IT'S ALL ABOUT INDEPENDENT LIVING

For further information contact:
Support Care Program
Community Services Dept.
Nightingale Campus
George Brown College
P.O. Box 1015, Stn. B
Toronto, Ontario M5T 2T9
Tel: (416) 967-1212, Ext. 4220

Certificate Course in Counselling Skills for Immigrant Settlement Workers

George Brown's Community Services Department and the Ontario Council of Agencies Serving Immigrants (OCASI), through funding from the Ministry of Citizenship and Culture, are planning a 6-day course designed to improve the counselling skills of settlement and community workers working with immigrants and refugees.

The course focuses on developing a range of specific assessment and counselling skills in a cross-cultural setting and heightening awareness of immigrants' needs in the counselling relationship.

Preference will be given to applicants presently working with immigrants and refugees.

For more information about the course, (scheduled to run from February to April, 1989) call the Coordinator of the Settlement Workers Counselling Skills Training Course at OCASI – 657-8777.

Certificate in Liberal Studies

Grasp the inner workings of the human mind, the complexities of our changing society, or the riddles and answers of philosophy with our Certificate in Liberal Studies. Choose from courses in psychology, sociology, philosophy, ethics and women's studies. Discuss with psychologists, sociologists, philosophers and financial advisors the perplexing issues that face us as individuals and as a society. People working toward this certificate may include courses in communications, creative writing or French among their Liberal Studies options. After the satisfactory completion of each course, students will receive a certificate of competence, and on completion of six courses may apply for a certificate in Liberal Studies. These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program. For more information, please phone 967-1212, ext. 3377.

Psychology — An Introduction

This course looks at the "why" of human behaviour. It offers the student an introduction to personality theories and therapies. Human experience in terms of sensation, perception and states of consciousness is covered. Other dimensions of behaviour included are motivation and emotion, learning and thinking, sex roles, and attitudes.
Instructor: Neil McGrenaghan
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
January 19 to April 20 • **PSY 907**

Interpersonal Relations

Prerequisite: PSY 907 or equivalent.
The focus of this course is on increased self-knowledge and understanding of selected practical issues in interpersonal psychology. Topics to be covered include assertiveness, aloneness/loneliness, sexuality, anxiety, death and dying, pairing, lifestyle, and parenting.
Instructor: Tom Malcomson
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
January 19 to April 20 • **PSY 162X**

Psychology in the Workplace

In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures and job satisfaction.
Instructor: Ralston Walters
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
January 24 to April 25 • **PSY 908**

Human Resources Management

Prerequisite: PSY 908 or equivalent.
The course focuses on the managerial functions of planning, organizing, motivating, and evaluation of human resources in various organizations. Topics include corporate culture, leadership, performance, career development, group dynamics, and planning and implementing change.
Instructor: Ralston Walters
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
January 19 to April 20 • **PSY 211X**

Sociology

Introductory Sociology

This course introduces students to the sociological perspective and uses it to explore the nature of modern industrial society, with an emphasis on Canada. The course examines the basic problems of social order and social change in terms of such topic areas as the changing family, bureaucratic organization, class structure, culture within mass society, deviance and social control.
Instructor: Rob Parker
Tues. 6:30 to 9:30 p.m.
St. James Campus
45 hours Fee: $67.50
January 24 to May 2 • **SOC 101X**

Philosophy

Introductory Philosophy

Prerequisite: Grade 12 or equivalent.
This course serves as an introduction to philosophy. Its main focus is on theories of human nature. The ideas of Plato, Sartre, Marx, Locke, Mill, Dewey, Freud, and others are analyzed, discussed, and evaluated. Also covered in this course are social philosophy, ethics, aesthetics, epistemology, and the philosophy of religion.
Instructor: Joe Fardella.
Thurs. 6 to 9 p.m.St. James Campus
42 hours Fee: $63.00
January 19 to April 20 • **ELS 922**
Special section for Seniors:
Mon. 1 to 4 p.m. Casa Loma Campus
January 30 to May 1 • **ELS 922**

Ethics and the Modern Mind

An introduction to moral philosophy, this course examines how philosophy helps us understand and deal with disagreement and conflict in moral and social issues. Contemporary moral positions will be outlined and discussed. Such issues as medical ethics, business ethics, disputes between environmentalists and industry, genetic engineering, the morality of different life styles, and relevant questions about human nature will be considered according to the interests of course participants.
Instructor: Maureen Ford.
Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
January 24 to April 25 • **ELS 911**

Of Interest To Women

Personal Money Management for Women

This course is for anyone who wishes to take charge of her own finances but is confused about how to start.
Students are given tools to analyze their present financial situation and a step-by-step approach for building a secure future — even if they have only a little money with which to begin. Students gain hands-on experience with record keeping and planning. Investment tools such as real estate, mutual funds, stocks and bonds, as well as myths about money, are discussed.
Instructor: Deborah Read.
Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00
January 23 to April 24 • **ENG 914**

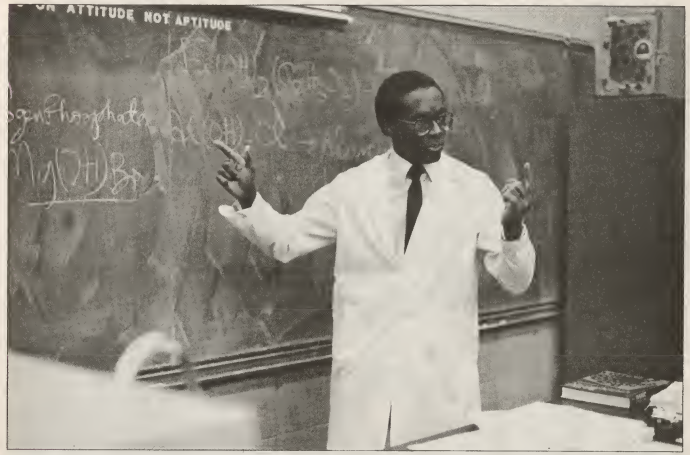
Women Writing

For course description, see page 17. • **ENG 923**

A Workshop for Women: Your Business Matters

More and more women are starting up their own businesses with great success. In this course students are guided through the intricacies of starting a small business with emphasis on avoiding the pitfalls. Various aspects of starting up a business on a budget are discussed, including reasons for considering self-employment, types of business structures, sources of funding, approaching a bank, marketing the business, choosing a location, leases and bylaws, finding supplies, hiring personnel, advertising, bookkeeping and income tax. Students receive an invaluable package to assist them in making decisions about their future business.
Instructor: Lynn McGuigan, Toronto businesswoman.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $25.00
February 4 • **ENG 800**

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.



For more information about Mathematics and Science courses, please call 967-1212, ext. 2481.

Mathematics I

The fundamental concepts and operations of arithmetic and algebra are introduced. Further topics covered include: functions and graphs, trigonometric functions, linear equations, algebraic factoring, fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $135.00
January 24 to May 4 • **MATH 100X**

Mathematics II

Prerequisite: MATH 100X — Mathematics I or equivalent.
Subjects include: binomial theorem, trigonometry, analytic geometry, differential calculus and integral calculus.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $135.00
January 24 to May 4 • **MATH 200X**

Trade Calculations

A study of whole numbers, fractions, decimals and percentages as applied to trade problems. Other subjects include: square root calculations, the Pythagorean theorem, solutions of triangles; calculations involving circles, triangles, compound areas and volumes, manipulation of trade formulae, plane geometry applied to trade problems, mensuration, graphs, charts and trade estimating, ratio, proportion and variation.
Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $135.00
January 23 to May 4 • **MATH 605**

Medical Terminology I

An introduction to the terminology of the normal structure and functions of the various body systems as well as that of disease states. Students are also given an overview of hospital charting practices including pertinent abbreviations.
Tues. 6 to 9 p.m. Casa Loma Campus
30 hours Fee $45.00
January 24 to March 28 • **ANAT 100X**

Mechanics

Mechanics I

Prerequisite: MATH 100X – Mathematics I or equivalent (prior to or concurrent with Mechanics I).
The basic principles of both statics and dynamics are covered along with the following topics:
Statics – co-planar, parallel and concurrent force systems, friction, centroids and centres of gravity and second moments of areas. Dynamics – rectilinear motion, work, energy and power, impulse, momentum and impact.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee $90.00
January 23 to March 29 • **MECH 100X**

Mechanics of Materials

Prerequisites: MECH 100X – Mechanics I (prior to MECH 110X); MATH 200X – Mathematics II (prior to or concurrent with MECH 110X).
A discussion of mechanical properties and testing, including: unit stress and strain; beam type members – statically determinate, thin cylinders and joints, resilience, torsion and combined stresses.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee $90.00
January 23 to March 29 • **MECH 110X**

Physics

Physics I

Prerequisite: MATH 100X — Mathematics I (prior to or concurrent with Physics I).
This course covers the following topics: S.I. units, accuracy and error, properties of matter, work, energy and power, hydrostatic pressure, hydrostatic forces, Pascal's Law, Archimedes' Principle, earth pressures, viscosity, fluid flow, Bernoulli's Equation, heat and temperature, expansion of solids, liquids and gases, calorimetry, heat transfer, optics, illumination, wave motion, sound and acoustics.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00
January 23 to March 29 • **PHY 100X**

Day Classes: Daytime classes start continuously; adjustments are made for holidays. Registration is held Monday to Friday from 8:00 a.m. to 4:00 p.m. at 258 Adelaide Street East.

Evening Classes: Classes are held Mondays and Wednesdays, or Tuesdays and Thursdays. They also start continuously.

For day and evening schedules and additional information about real estate courses call 362-8522, 362-8523.

An Introduction to Real Estate — Segment I

This course covers the following topics: investing in real estate, deciding to own or rent, how much should you pay, financing a purchase, government financing plans, benefits and services of a broker, a career in real estate, the relationship between principal and agent and the typical real estate transaction.
Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. St. James Campus, 258 Adelaide Street East
30 hours *Dates: Continuous* • **RE 900A**

Registration for the following Segment II classes must be completed by 9:30 a.m. of the first day of class and by 6:30 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment II

Prerequisite: Evidence of completion of Segment I and 75 % pass mark on the examination in Segment I.
After an introduction, this course covers the following topics: real estate and the economy, the Real Estate and Business Brokers Act, the broker and salesperson relationship, ethics, municipal regulations, subdivision control, an introduction to land descriptions, construction, evaluation, advertising, mortgages, agency law, statutes affecting the real estate business, parties to contract, contract law, agreement of purchase and the sale.
Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. St. James Campus, 258 Adelaide Street East
60 hours *Dates: Continuous* • **RE 900B**

Registration for the following Segment III classes must be completed by 9:30 a.m. of the first day of class and by 6:30 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment III

Prerequisite: Evidence of completion of Segment II and 75 % pass mark on the examination in Segment II.
This segment uses case studies to illustrate some of the practical situations students encounter day-to-day in a real estate operation.
Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. St. James Campus, 258 Adelaide Street East
60 hours *Dates: Continuous* • **RE 900C**

Certificate Program

The full Certificate Program involves completion of three mandatory subjects: Real Property Law, Principles of Appraisal, and Principles of Mortgage Financing.
Plus the completion of one elective chosen from: Principles of Property Management; Principles of I.C. & I.; Real Estate; or Rural, Recreation and Agricultural Real Estate.

Mandatory Courses

Principles of Mortgage Financing

This course deals with mortgage terminology, mortgages as an investment, the mortgage market, types of mortgages and lenders, the needs of the borrower and the lender, submitting a mortgage application, the role of secondary financing, mortgage specialties and property appraisals.
Tuesday, Wednesday and Thursday
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 9:05 p.m. St. James Campus, 258 Adelaide Street East
40 hours Fee: *Dates: Continuous* • **RE 902**

Principles of Appraisal

Learn the purposes and functions of real estate appraisal. Specific subjects include: the nature of real property value, legal aspects of real estate, the appraisal process, general area and neighbourhood trends, site analysis, site valuation and problems, introduction to appraising subdivisions, how to inspect and measure a property, building materials and equipment, architectural styles and their functional utility, estimating building costs, accrued depreciation, problems with the cost approach (land and building valuation), introduction to direct sales comparison (market data approach), introduction to the income approach, correlation and final estimate of value, and a course review.
Tuesday, Wednesday and Thursday
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 9:05 p.m. St. James Campus, 258 Adelaide Street East
40 hours *Dates: Continuous* • **RE 903**

Industrial, Commercial and Investment

Subjects dealt with include: the scope of the commercial investment field, planning and zoning in the municipality, development of the region, feasibility studies, office buildings and shopping centres from both the developer's and the tenant's viewpoint, apartment buildings, ownership versus leasing of co-operatives and condominiums, comparison of the types of investment and the legal and tax problems involved, syndication, the Real Estate and Business Brokers Act and the Bulk Sales Act as they relate to selling a business, and financing commercial projects from the viewpoint of both the lender and the borrower.
Tuesday, Wednesday and Thursday
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 9:05 p.m. St. James Campus, 258 Adelaide Street East
40 hours *Dates: Continuous* • **RE 904**

Real Property Law

After a history of real property law, topics covered include:the rights and limitations of ownership, estates in land, interests less than estates, leases, covenants, transfer of land interests, the role of the real estate agent, mortgage law, contract law, use of real estate forms, the lawyer and the agent, the Real Estate and Business Brokers Act, Condominium Act, Planning Act, Income Tax Act, Land Speculation Act, Land Transfer Act, and a course review.
Tuesday, Wednesday and Thursday
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 9:05 p.m. St. James Campus, 258 Adelaide Street East
40 hours *Dates: Continuous* • **RE 905**

Acting

Two levels of Acting are offered for two terms of eight weeks each, six hours per week in the Theatre Department at 530 King St. East (at River St.). All students must attend an orientation session one week prior to the start of each term. This enables the teachers to place students in the class most suited to their level.
Orientation and Registration:
Monday, 7 p.m., *January 9*
Classes Begin: *January 16*

Acting (Level 1)

Exploratory exercises and improvisations designed to make novice actors aware of themselves and their abilities.
Mon. and Wed. 7 to 10 p.m.
530 King St. E.
48 hours Fee: $72.00 • **THEA 900**

Acting (Level 2)

Students are involved in text study, scene work, solo material and preparation of audition speeches.
Tues. and Thurs. 7 to 10 p.m.
530 King St. E.
48 hours Fee: $72.00 • **THEA 901**

For more information, please call 967-1212, ext. 3201 or 3202

Acting for Film and Television (Basic)

Get practical on-camera experience in a variety of comedy and dramatic scenes. Special topics are introduced each night, such as: blocking, retakes, timing, emotion, presence, confidence and intensity. Classes are held in the video studio, Casa Loma Campus.
Tues. 3:30 to 6:00 p.m.
Tues. or Wed. 7 to 9:30 p.m.
Casa Loma Campus
25 hours Fee: $37,50
January 17 or 18 to March 21 or 22 • **THEA 934**

Acting for Film and Television (Intermediate)

Prerequisite: Acting for Film and Television (Basic) or equivalent.
Develop concentration, intensity, confidence and character range through on-camera workshops. Students select individual study pieces that are close to their character range.
Fri. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $37.50
January 20 to March 31 • **THEA 936**

Acting for Film and Television (Advanced)

Prerequisite: Professional acting experience. Professional level actors perform scenes on camera with other commited actors and analyze their performance on playback. The classes emphasize building a character and understanding what makes certain film and television characterizations work over long periods of time.
Thurs. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $37,50
January 19 to March 23 • **THEA 938**

For more information about the Acting for Film and Television series, please call Bill Insley at 967-1212, ext. 2483.

The George Brown College

School of Dance

Mary Jago · Artistic Advisor
Elisabeth Leyds-Holmes · Principal
Lois Smith · Founding Artistic Director

Complete ballet programs for both pre-professional and recreational students.
Winter Term January 30 to June 10, 1989

Under the direction of Elisabeth Leyds-Holmes, the School of Dance provides a comprehensive dance training to its professional, pre-professional and non-professional students. Although classes in other dance idioms are provided, the School is primarily ballet oriented.
The Continuing Education wing of the school encompasses our Children's (pre-professional), Adults' (non-professional) and Summer Schools.

Junior Division
For students aged 6 to 13, the Junior Division provides creative movement classes for its very youngest children. More formal ballet training begins by age 9, when students attend classes 2 or more times per week. Ballet classes are taught in a carefully graded curriculum drawing on Cecchetti, Royal Academy of Dance, Bournonville and Russian techniques.

Senior Division
Designed for more advanced students, aged 14 to 18 years, this division encompasses all the pre-professional levels. Pre-professional students attend classes up to six days per week and in addition to their daily ballet classes, study other dance forms such as modern, jazz or character, depending on their level.

Adult Divisions
These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of ballet.

Classes are offered in the evening at various times throughout the week at the beginner through advanced level.

For more information about George Brown's School of Dance, Please Call 363-9945.

Counselling
Counselling services at each campus provide you with educational, vocational and personal counselling. Normal office hours are 8:30 a.m. to 4 p.m. Counsellors are also available at St. James Campus on Tuesdays until 6:30 p.m. Call for an appointment
St. James : 967-1212, ext. 3310 or 3311

Certification
Many of the courses in this calendar can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.
In both cases, requirements will be clearly outlined in the course information. For further information, contact the Counselling Department at your campus or the Chairperson of the department offering your course. It is the student's responsibility to request certification. Certificates will be prepared by the Student Records Department upon authorization by the Chairperson or Program Co-ordinator.

Advanced Standing
If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs. Contact the Program Chairperson for details.

Grades/Credits
Graduates will receive a grade report including a short description of the course approximately one month after the course has ended.

Transfers
Requests for course transfer will be accepted only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt.
Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen. A fee of $5 is charged for this service.

Withdrawal and Refund
If you withdraw before the third scheduled class, you are entitled to a partial refund of tuition fees. This policy does not apply to: one-day seminars, courses of three sessions or less, or the Harbourfront Sailing courses.
No refund is permitted on or after the start date of courses lasting one or two days.
Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made.
Non-attendance at classes does not constitute an automatic notice of withdrawal.
Fees will be refunded except for a service charge of $5 and a charge of $5 per scheduled class to a maximum of $10, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes.
Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.
Please allow six weeks for the processing and mail delivery of College refund cheques or credit to charge card accounts.

Course Cancellation/ Changes
George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.
A full refund will be made if a course is cancelled. Please allow six weeks for processing and mail delivery.
Transferees may have their original payment credited to the new course. Overpayment will be refunded by mail, or credited to charge card accounts.
Should the start of a course be postponed, registrations will be notified by telephone of their revised start dates.
Statutory holidays are not considered when advertising course termination dates. This may result in your course running a night longer if a holiday occurs during your course. The same can occur if a class is cancelled.

Financial Assistance
Financial aid is available to some part-time students taking post-secondary credit courses. To find out if you are eligible, call or visit the Student Services Office at 500 MacPherson Avenue (opposite Casa Loma Campus) 967-1212, ext. 2280.

Books and Supplies
You can buy books and supplies at Campus Bookstores. Your instructor will tell you which books you will need for the course during the first class.
For your convenience, the bookstores at the Casa Loma Campus and the St. James Campus will be open evenings, Monday to Thursday, from September 8 to November 30; Extended hours:
Casa Loma: 5:30 to 7:30 p.m.
St. James: 4:30 to 7:30 p.m.

Foreign Students
Students who are not Canadian citizens or permanent residents may need permission to register from Employment and Immigration Canada. For more information, call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

Senior Citizens
If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee, except where noted. Please be prepared to supply proof of age.

Parking
All George Brown campuses are in downtown Toronto and parking may be difficult. We suggest you leave your car at home and take the TTC instead. Call TTC information for routes to our campuses: 393-4636.

This directory is prepared several months ahead of the semester. Every effort is made to ensure that the information provided is accurate; however, some changes may take place from the time of publication.

George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

How to reach us:
947-9914

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

In Person

For courses offered at Nightingale Campus and Casa Loma Campus, register at Casa Loma Admissions Office.
For courses offered at Kensington Campus, register at Kensington Admissions Office.
For courses offered at St. James Campus, register at the St. James Admissions Office.
Check the back cover of this directory for the campus' office hours.
Bring along your social insurance number.
You can pay by cash, money order, personal cheque or VISA.
Post-dated cheques are not accepted.
Full payment is due at the time of registration.

Mail Registration

Mail-in registrations must be received by the College at least three weeks before the course starts.
Avoid registration line-ups through George Brown's easy and convenient mail-in registration process:

- Please use the registration form on page 85.
- Include full payment (tuition *and* any applicable materials fees) by money order, personal cheque, or VISA.
- Write the name of the campus where the course will be held on both the registration form *and* the envelope.
- Print your name, course title and course code on the back of the cheque or money order.

Mail the completed form to:
_____ Campus
(insert campus for your course here)
Part-Time Courses
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

Admission Requirements

You must be 19 years old by the day your course starts. Exceptions are the special courses offered for children.
Foreign students who are not Canadian Citizens or Permanent Residents must obtain permission to register from Employment and Immigration Canada and present a Student Authorization form at the time of registration.

Confirmation of Registration

Registrations are accepted on a first-come, first-served basis. Receipt of registration form by the College does not guarantee enrolment. Students registering in person will receive confirmation when they register.
If you register by mail, your registration will be confirmed by mail, time permitting.
If the course you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.
You should go to the first evening of class unless you hear otherwise.

Fee Receipts

A registration receipt bearing a cash register imprint is your official income tax receipt and must be presented for admission into class, and for transfers or withdrawals.
Mail-in registrants will receive their receipts at the first scheduled class of their course, or through the mail if time permits.
Duplicate or replacement receipts will not be issued.
Materials fees are not eligible for tax deduction purposes.

Room Location

Rooms will be printed on registration forms for most in-person registrants.
Others should check the main lobby on the first night of class at the campus where their course is offered.
If you need help finding a room, go to the Campus Supervisor's Office.

MAIL-IN REGISTRATION APPLICATION

Please complete **all** blocks and mail the completed registration application and payment to:

_____ Campus
(insert campus for your course here)
Part Time Courses: George Brown College,
P.O. Box 1015 Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 84.

Mail-in registrations should be received by the College at least three weeks before the course starts.

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER | EXPIRY DATE

STUDENT SIGNATURE | DATE

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

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TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER | EXPIRY DATE

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College programs starting in January

That's right. At George Brown College, you can start a full-time program in January.

Many of our January diploma programs run through the summer so you can graduate up to a year earlier. Or, enrol in a certificate program that can prepare you for a new job in just a few weeks.

At our five downtown campuses, we offer the programs, facilities, and job placement centres to help you get the job you want.

Don't wait for September. Apply now.

DIPLOMA

- Chef Training – Pre Employment
- Pre-Health Science
- General Arts & Science
- Nursing
- Office Administration – Executive
- Office Administration – Legal
- Office Administration – Medical
- Business – Accounting
- Business – Data Processing
- Business – Marketing
- Business – General

For more information about how you can apply to one of these full-time programs, call 947-9914 and ask for Information Services.

A new upgrading opportunity at no cost to you

George Brown College, in conjunction with the Ministry of Skills Development, offers a new approach to upgrading for skills training courses or successful employment. Personal assessment, diagnostic testing, and counselling will assist us in developing an individual, realistic upgrading program in mathematics, English, science, computer literacy, and hands-on skills to enable you to progress to your goals. A personal profile of competencies achieved will be provided to each student at the end of the program.

This progam is designed primarily for adults 25 or older. All levels of upgrading are offered from basic literacy and numeracy through equivalent grade 12 subjects.

Some assistance for disadvantaged persons may be available to assist with daycare support, transportation, and accommodation when it is indicated by a needs assessment.

Courses start each Monday at no cost to you.

To book your appointment, call 967-1212, ext. 2460, 2461 or 2462.

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We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers. The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call:

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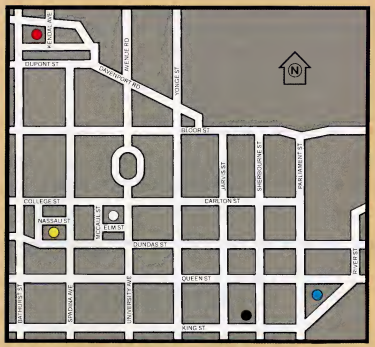

Casa Loma Campus
160 Kendal Avenue
Mon to Thurs: 10:00 a.m.-7:30 p.m.
Fri: 10:00 a.m.-4:30 p.m.

George Brown Theatre
530 King Street East

Nightingale Campus
2 Murray Street
Students register at Casa Loma Campus

Kensington Campus
21 Nassau Street
Mon to Thurs: 10:00 a.m.-7:30 p.m.
Fri: 10:00 a.m.-4:30 p.m.

St. James Campus
200 King Street East
Mon to Thurs: 10:00 a.m.-7:30 p.m.
Fri: 10:00 a.m.-4:30 p.m.

Please note: admissions offices will close at 3:30 p.m. on Friday, December 23.

George Brown College
of Applied Arts and Technology
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9; 947-9914

George Brown The City College